

# Family Handbook 2019-2020

## Plymouth Whitemarsh High School

201 E. Germantown Pike  
Plymouth Meeting, Pennsylvania 19462  
610.825.1500  
[www.colonialsd.org](http://www.colonialsd.org)

### **PWHS Vision**

To graduate all students with the skills they will need to be highly successful in their well-chosen post-secondary endeavors

### **PWHS Mission Statement**

The mission of Plymouth Whitemarsh High School is to graduate responsible and productive students by providing educational experiences which develop critical thinking and problem-solving skills, encourage mutual respect and appreciation of human diversity, and foster active citizenship through the collaborative efforts of the school community.

### **Alma Mater**

*Oh may the ties that bind us  
Carry through the years,  
With a belief in God and Freedom  
Future without fears,  
For this is our heritage  
From our patriots true,  
Instilled by you the red and blue  
Of Plymouth-Whitemarsh High*

**Music by M.C. Kuhn  
Words by R.T. Dombrow**

### **School Colors**

The official school colors of Colonial, blue and scarlet, were those of the 13<sup>th</sup> State Regiment of the Pennsylvania Line, 1777, composed of individuals from this area who fought in the Revolutionary War.

<b>PWHS BELL SCHEDULES</b>	Regular Dismissal	1:15 Dismissal	Special Events	2 Hour Delay	11:00 Dismissal	<b>CMTHS CHANGES</b>
Block 1	7:35 8:39	7:35 8:31	7:35 8:32	9:35 10:17	7:35 8:13	CMTHS classes are offered to students in the afternoon
Block 2	8:43 9:47	8:35 9:31	8:36 9:33	10:21 11:03	8:17 8:55	
Block 3	9:51 10:55	9:35 10:31	9:37 10:34	11:07 11:49	8:59 9:37	<b>2 HR DELAY</b> All CMTHS will have lunch during Block 3
Bonus Block	10:59 11:29	NA	10:38 11:28	NA	NA	
Block 4	11:33 1:12	10:35 12:13	11:32 1:13	11:53 1:34	9:41 10:19	<b>1:15 DISMISSAL</b> All CMTHS students will have B LUNCH and report to the auditorium during A lunch.
A Lunch	11:33 12:03	10:35 11:05	11:32 12:02	11:53 12:23	NA	
B Lunch	12:07 12:37	11:09 11:39	12:08 12:38	12:29 12:59	NA	<b>11:00 DISMISSAL</b> All CMTHS students will report to the cafeteria at the end of Block 3
C Lunch	12:42 1:12	11:43 12:13	12:43 1:13	1:04 1:34	NA	
Block 5	1:16 2:20	12:17 1:15	1:17 2:20	1:38 2:20	10:23 11:00	

Students of Plymouth Whitemarsh High School are required to be familiar with the contents of the Family Handbook and to follow policies, regulations and rules described herein. Parents/Guardians and students are required to sign (online) the PWHS Handbook Receipt indicating their acknowledgement of receipt and review of the handbook.

This handbook is provided as a general summary of current statutes and district policies, guidelines, rules, regulations and practices applicable to school affairs. It is not intended to be inclusive of all circumstances pertaining to the educational process and is subject to change. If further guidance or reference is desired, consult your school principal.

*The Colonial School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, disability and/or handicap, and age in its admissions procedures, educational programs, services, activities or employment practices as required by Title VI, Title IX and Section 504 and/or any applicable federal statute. The Colonial School District will assist students who have Limited English Proficiency to participate in all programs, services and activities. For information regarding civil rights, admissions, grievance procedures, bilingual education and accessibility of programs, services, activities and facilities that are usable by handicapped persons, contact the Director of Pupil Services, Colonial School District, 230 Flourtown Road, Plymouth Meeting, PA 19462.*

## Colonial School District Administration

610.834.1670

Dr. Michael Christian, Superintendent  
Karen Berk, Director of Pupil Services  
Andrew Boegly, Director of Technology  
Dave Szablowski, Business Administrator  
Dr. Elizabeth McKeane, Director of Curriculum  
Dr. Leticia Rodriguez, Director of Human Resources

## PWHS Administration

610.825.1500

Dr. Jason Bacani, Principal  
Maico Azcona, Assistant Principal  
Ralph Bretz, Activities and Athletics Director  
Heather King, Assistant Principal  
Stephen Price, Assistant Principal  
Dan Balek, Dean of Students

## PWHS Faculty

### Admin Offices

Jen Frangiosa  
Maria Hahn  
Jessica Mancuso  
Tara Mohfanz  
Mary Thies

### Counseling Offices

Peggy Benn  
Jeffrey Blizzard  
Bridget Budwell  
Lisa Genovese  
Martin J. Grouke  
Beth Lynch  
Vicki Marino  
Yakeita Sawyer  
Maddie Wendler

### EDJ

Chris Brunner  
Megan Carragher  
Paul Coleman  
Mickey Engel  
Rich Evan  
Nancy Labricciosa  
Candy Maggioncalda  
Paul Marro  
Chris McWilliams  
James Muscarella  
Bethany Rickard  
Krystyn Satko

### English/Language Arts

Mark Boland  
Michelle Canning  
James Costanzo  
Jim Donofrio  
Melissa Downer  
Rebecca Duffy  
Amanda Edwards  
Jen Esmonde  
Frank Gallagher

### English/Language Arts

Glen Hackett  
Kendra Hoffman  
Kimberlee May  
Lisa McAllister  
Dana Moyer  
Erin Powers  
Thomas Rafferty  
Brian Weiner

### Health/Physical Education

Dan Chang  
Margaret Delaney  
Bryan Gregg  
Kevin Golebiewski  
Steven Slack  
Dave Stewart  
Ryan Zehren

### Library Media Center

Brian Adams

### Main Office

Malinda Procaccino  
Arlene Gallagher

### Mathematics

Amanda Binczewski  
Kate Conn  
Jennifer Crea  
Maria DeLuca  
Thomas Delucia  
Kimberly Diamond  
Daniel Dougherty  
Kimberlee Joy  
Kirk Kumfert  
Lori Lynch  
Lee Marcus  
Michelle McLoughlin  
Joanne Pinner  
Jill Ruggiero  
Maryann Russo  
Michael Tornambe

### Music

Jeff Cooper  
Elise Derewitz  
Tonja Kaufman

### Nurse's Office

Karen Krenicky  
Jennifer Sexton  
Debbie Tornetta  
AJ Clegg (Trainer)

### PW Academy

Barb Duda

### School Psychologist

Kelly Larson

### Science

Nicole Butler  
Heather Childs  
Richard Coletta, Jr.  
Sandra Comfort  
Stephanie Fiorino  
Kate Gohl  
Lee Gould  
Scott Kallal  
Robert Luthy  
Sabina McNally  
Michael Minton  
Eric Scheidly  
Carlee Webb  
Susan Woolf  
Christopher Young

### Special Education

Seely Byler  
Michael Connor  
Eric Fisher  
Kate Garcia  
Michelle Hegarty  
Katie Lukens  
Sheila Marion

### Special Education

Pat Osborne  
Bill Penot  
Michelle Pfeil  
Emily Prager  
Mary Rems  
Kelly Toner  
Amy Wapnitsky

### Social Studies

Jill Ajemian  
Linde Bianchino  
James Carr  
Robert Culp  
Kristen Guzik  
Charise Halteman  
Jennifer Hannold  
Christopher Manero  
Anthony Musumeci  
Thomas Ortlieb  
Marianne Paporone  
Robert Slagle  
John Staudenmayer  
Thomas Wilson

### World Languages

William Blubaugh  
Jennifer Brotman  
Patricia D'Annunzio  
Sophie Davidson  
Katherine Geare  
Laure Kuszyk  
Rich Madel  
Jason Williams

### Building Services

Diane Crocco  
Rich Walton  
Dave Santoro

### Support Services

Rebecca Hepler  
Kelly Conway

Plymouth Whitemarsh High School Families,

On behalf of the staff at Plymouth Whitemarsh High School, I would like to welcome you to the 2019-20 school year! It is an honor and privilege to be the principal of one of the top public high schools in the state of Pennsylvania, noted for rich tradition of excellence in academics and co-curricular activities.

The Family handbook has been prepared to help students and parents become better acquainted with Plymouth Whitemarsh High School; specifically, our programs, policies and regulations. Please review the guide and keep it as a reference for procedures and guidelines on the many topics listed in the table of contents.

For example, a student who is planning on participating in athletics should read and refer to Chapter 4 thoroughly. Two chapters that should be reviewed by all families every year are Chapter 5: Attendance and Chapter 8: Student Conduct. Please note that you are required to sign and return the PWHS Handbook Review form (online), acknowledging your awareness of all of the information contained in this handbook.

While this document is an online resource, you may request a hard copy from the administrative office at any time. If the topic of your concern is not addressed in this handbook, please call the school for clarification.

The high school administrative team is committed to maintaining a safe and positive environment in our school. We are also committed to providing each student an outstanding educational experience. Working together we can achieve both goals while recognizing our many accomplishments. The entire PWHS staff is looking forward to working with you to make this an outstanding school year!

Sincerely,

**Dr. Jason Bacani**

Principal

Plymouth Whitemarsh High School

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## **Emergency Protocol**

In partnership with community emergency responders, the Colonial School District engages in emergency preparedness on an ongoing basis. Although it is impossible to anticipate every type of crisis that may occur, the district has developed many detailed procedures for use by employees in response to critical incidents.

Planning includes

- Procedures and equipment for emergency internal and external communications;
- Directions for the specific roles and responsibilities of all employees during a crisis;
- Procedures for delayed dismissals, in-place sheltering, internal lockouts, internal lockdowns; and
- Procedures for partial and total building evacuations, including the arrangement of alternate sites to shelter students until the end of the school day.

All necessary procedures are detailed in written plans for use by administrators, security personnel and the crisis response team. In addition, every employee has a summary of emergency procedures in the Crisis Response Plans that are visible throughout the building.

*In the event of an emergency, Parents/Guardians are asked to.....*

Access the district website at [www.colonialsd.org](http://www.colonialsd.org) or CITV about the situation and wait for an official response from the Superintendent of Schools. Do not rely on word-of-mouth information, social media venues, radio and TV news reports which may be inaccurate. The district will communicate with families directly through the website, CITV, Connect-Ed and the district operated social media platform.

Remember that students will generally NOT be dismissed from school before the end of the school day. School personnel and community responders will protect the students in the school setting or safely transfer them to a pre-arranged alternate site until the end of the school day.

Refrain from coming to the school to get your child unless directed to do so by the district. Do not call the school for information. These actions interfere with the ability of district personnel to manage the situation and disrupts communication with fire and police departments and emergency management services.

Lastly, refrain from calling your child's cell phone. The use of cell phones can seriously limit communication with emergency personnel and greatly threatens the school's efforts to maintain a calm environment that is essential for students safety during a crisis.

## **Chapter 1: Introduction for Families**

### **Complaint Resolution**

Students and parents/guardians are encouraged to voice any concerns they have about school district matters with the direct source of the concern. If this does not bring resolution or is not possible, the student or parent/guardian should contact the child's school counselor, assistant principal or building principal. Members of the district office are also willing to assist in the resolution of any conflicts or complaints. For more details, you can locate the CSD brochure "Complaint Resolution: A Guide for Parents", online.

### **Contacting Teachers – Voicemail & Email**

Parents/Guardians are encouraged to contact teachers by voice-mail or email when they have a concern about their child's school performance or wish to share information about the child with the teacher. Links to teachers' email addresses are available on the school website. Call 610.825.1500 to access teacher phone extensions and leave a voice message with any teacher.

### **Definition of "Parent"**

Throughout this handbook, the term "parent" is used to designate the student's parent(s) or, in the absence of parents, the student's legal guardian(s).

### **Open House**

During the Semester 1 and Semester 2 Open House programs, parents/guardians may visit their child's classrooms and meet the teachers. Using a copy of the child's schedule, parents/guardians spend approximately 15 minutes in each class where the teacher provides an overview of the course objectives and expectations for student performance. Open House does not provide an opportunity for parents/guardians to discuss specific concerns about their child with teachers. Parents/Guardians wishing to speak with teachers should call 610.825.1500 to leave a voice-mail message with the teacher. Parent/Guardian conferences are also scheduled once a semester.

### **Parent/Guardian Conferences**

The school devotes time in the afternoon and evening each semester for personal contact with teachers. Parents/guardians are also encouraged to request a meeting with a teacher at any time during the year for discussion of specific concerns.

### **Family Involvement**

The PWHS community endorses a team approach to education and values parents/guardians as an important part of that team. There is no more important time for parents/guardians to demonstrate care and concern for their child's academic career than during the teen years. Students whose parents/guardians participate in volunteer opportunities, PTSO, advisory committees, band or other school-related activities tend to perform better academically. Also, studies have shown that students whose parents/guardians are involved in school activities experience fewer social problems such as substance abuse, peer conflicts and inappropriate behavior.

## **Parent Teacher Student Organization**

All parents/guardians, students and faculty are encouraged to become members of the Parent Teacher Student Organization of PWHS. Monthly evening PTSO meetings provide a forum for communication among parents/guardians, school personnel and students on important school topics, and the organization provides a framework for parental support to academic and student life initiatives in the school.

## **Family Responsibilities**

This handbook is provided so that families may be familiar with all aspects of the PWHS program and assist their children in fulfilling their responsibilities as students. Although school personnel communicate pertinent information to students through as many avenues as possible, it remains the responsibility of parents/guardians to review the information in this handbook with their children. To have the maximum positive impact on their children's education, parents/guardians will:

- Ensure all contact information (including email addresses, phone numbers, emergency contacts and home address) are updated and accurate on PowerSchool each year; contact the main office for assistance
- Read all sections of this handbook; know all school rules and regulations and ensure that their children understand the rules and the reasons for them
- Sign online all applicable student forms including the PWHS Handbook Review Form
- Share in planning their children's high school curriculum
- Convey to their children that learning is the primary purpose of school and encourage conduct that promotes learning and academic best practices
- Support children in their academic, athletic and/or extracurricular activities

## **Parental Rights**

According to the Pennsylvania Board of Education Regulations, parents/guardians have the following:

- Access to information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques
- The right to have their children excused from specific instruction which conflicts with their religious beliefs, including HIV/AIDS instruction, upon receipt by the school district of a written request from the parents or guardians. Detailed curriculum outlines and curricular materials for HIV/AIDS, used in conjunction with the instruction, are available to parents and guardians during normal school hours or at teacher-parent conferences
- The right to have their children excluded from research studies or surveys conducted by entities other than the school district, CMTHS, or intermediate unit unless prior written consent has been obtained
- The right to review the State assessment in the school district two weeks prior to their administration during convenient hours. All necessary security requirements to maintain the validity of the assessment must be taken in accordance with the State assessment administration instructions. If upon inspection of State assessments parents or guardians find the assessments in conflict with their religious belief and wish their student be excused from the assessment, the right of the parents or guardians will not be denied upon following proper protocol which includes written request to the superintendent.



## **Visitors to the School**

All visitors to PWHS must sign in with the Lobby Guard device in the main lobby, which requires a photo ID (driver's license preferred) where upon a visitor ID is issued. All visitors will be required to wear the visitor ID while in the building and adhere to the CSD Visitor Sign-in procedure listed below.

### Purpose

This procedure is designed to assist in avoiding incidents of consequence by controlling the flow of visitors, parents/guardians, vendors and guests within our classroom buildings and hallways. The secondary but equally important purpose is to document who is in our buildings if there is a catastrophic event. A third purpose is to perform a cross check of visitors against Pennsylvania's Megan's Law registry.

### Rationale

All of the schools and buildings in the Colonial School District are important places. These buildings house our most precious commodity, the children of Conshohocken, Plymouth and Whitemarsh. In order to maintain and enhance the level of safety that the school has enjoyed, a LobbyGuard kiosk is installed at all CSD schools to control the flow of visitors to our buildings, document specific locations visited and perform name checks against the Pennsylvania's Megan's Law Registry.

### Procedure

Each building has signs posted at the entrance noting that all visitors, including parents/guardians, school district employees, vendors, and guests must be signed in before entering the building.

The visitor will go to the sign-in kiosk and scan their driver's license as directed by the LobbyGuard prompts. After scanning their license, the visitor should present their license to the receptionist for comparison to the entered information, to state their business. PWHS implements a guest log submitted by the teacher and/or personnel expecting the visitor that is pre-approved; unannounced visitors will take time for approval. If the visitor does not have a driver's license, they may manually enter their name and date of birth into the LobbyGuard system, however a photo identification must be presented to gain access. If the visitor has no photo-id, an administrator must approve the visit. The administrator's name shall be entered on the visitor badge signifying approval was received for access. School District employees from other buildings must also show ID. Upon leaving the building, the visitor will sign themselves out by scanning the visitor badge at the LobbyGuard kiosk.

### Website

The district website provides extensive information about many high school programs, and many teachers provide information about their courses on the Internet. The PWHS website can be accessed through the district website at [www.colonialsd.org](http://www.colonialsd.org) > SCHOOLS or directly at [www.colonialsd.org/plymouth-whitemarsh-high-school](http://www.colonialsd.org/plymouth-whitemarsh-high-school).

## Chapter 2: Academics & School Counseling

### Academic Awards Celebration

Students in grades 9, 10 and 11 earning honor roll status for two consecutive semesters of the current academic school year are invited to participate in the Academic Awards Celebration the following September as 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> graders. Semester 1 honor roll certificates are provided to students in January and Semester 2 honor roll certificates are mailed home in June. Students are notified in September if they will have earned Academic Awards Distinction. (*\*See Honor Roll for criteria\**)

### Academic Integrity

Plymouth Whitemarsh High School is committed to graduating citizens who have acquired common societal values. As such, cheating, which includes plagiarism, is a very serious offense. Examples of cheating include, but are not limited to:

- Use of unauthorized material, notes, or electronic devices for a test or project
- Giving or receiving tests, test answers, assignments, labs, etc.
- Any form of plagiarism (including resubmitting one's own work)

According to the school's philosophy that grading should be based on learning, a student's decision to cheat on an assignment is reflective of zero learning. In keeping with this philosophy, the minimum consequence for cheating on an assessment, assignment, or project is a grade of "0" for that specific occurrence with no opportunity to make up the assessment, assignment, or project for credit, removal from the National Honor Society, and possible disciplinary action. Students may, however, be required to make up the assignment for the purpose of learning the required content.

### Bonus Block

Bonus Block is a 30 minute daily period that occurs after Block 3, and follows a 10-day cycle. Students are assigned to Bonus Block alphabetically by grade and remain with that group and teacher until graduation, with the teacher serving as a mentor to the student for four years. Students report to a scheduled location during Bonus Block daily.

Each Monday and every other Thursday, Bonus Block is a closed period for home-base; advisory and special assemblies may occur during home-base. During the remaining scheduled, 7 days, students will use the PowerSchool Portal to schedule themselves for Bonus Block session which could include: (1) remedial or enrichment instruction; (2) library, music or content specific teacher sessions to make up work or tests following absences, (3) school club and activity meetings, or (4) study hall to independently work on school assignments. Students should report directly to their assigned/scheduled location and will only be permitted to leave Bonus Block to use the restroom and/or in emergency situations. Students are not permitted to leave Bonus Block during the first and last 5 minutes.

## **Central Montgomery Technical High School**

Colonial School District provides access to career and technical education at the Central Montgomery Technical High School, which provides a variety of educational programs that prepare students to enter the workforce or continue their education at colleges, universities and technical schools. To ensure that students have the academic proficiencies needed for success in their CMTHS program, their proficiency levels in core academic areas will be considered in determining their eligibility to attend CMTHS. CMTHS sessions for PWHS students occur each afternoon in place of Blocks 4 and 5. In special circumstances, morning options may be available for seniors, per CMTHS program requirements and with PWHS administrative approval.

### **Class Rank**

No numerical class rank is recorded on a student's educational record or communicated to a student in any manner at PWHS. A student's decile placement, based on weighted grade point average, is recorded on applications to post-secondary institutions. Information on the PWHS Profile which accompanies transcripts is available to inform post-secondary institutions of a student's relative academic placement in his/her class. Any institution may request in writing the class rank of any student, if class rank is required for admission to the school or for scholarship purposes. In this case a numerical class rank based on the student's cumulative weighted GPA will be released to the institution by the college counselor. Class rank is based on weighted GPA and includes all students in the class, includes all PW courses, all approved dual enrollment courses, and all transfer credits accumulated at qualifying high schools. Calculation of class rank begins upon a student's enrollment at PWHS. High school equivalent courses taken by students, while in Middle School or in addition to a full PW course load, are not included in the student's GPA or class rank. A student must have attended PWHS for all but two semesters of his/her high school program to be ranked within his/her class. Students who attend for less time receive an equivalent class rank.

### **College Admissions Tests**

PWHS is a test center for the College Board SAT Program, a program of the College Entrance Examination Board (CEEB) and Educational Testing Service (ETS) as well as the American College Test (ACT). The SAT Reasoning Test is administered seven (7) times yearly, and the SAT Subject Tests are administered six (6) times yearly. The Preliminary SAT (PSAT) is administered on a Saturday in October to interested sophomores and juniors. The PSAT/NMSQT taken in the junior year serves as the qualifying test for the National Merit Scholarship Program.

The American College Test (ACT) can be taken at PWHS on a few test dates during the year, and on other dates in nearby schools. Check the registration packet for other test center locations for other test dates. The (PLAN) is a practice test for the ACT and is an option for interested sophomores typically offered in the fall.

Registration for all college admissions tests is the responsibility of the individual student. Test dates, sample tests, registration forms and fee information are available in the Counseling Center, and a summary of pertinent information about college entrance tests is mailed to juniors and seniors each August. Test Code Numbers for PWHS are:

CEEB Code Number for PWHS: **394040**  
School Code Number for PWHS: **394040**

SAT Test Center Number for PWHS: **39592**  
ACT Test Center Code for PWHS: **205210**

## **College and Career Readiness**

It is the goal of the Colonial School District that all students pursue a successful and intentional transition following graduation from Plymouth Whitmarsh High School to a post secondary institution of academia or career occupation. This is in alignment with Pennsylvania's Chapter 339 Plan which sets forth guidelines for students being Future Ready.

PWHS utilizes both Naviance and Pathway Manager for online college and career ready planning. Each student has their own personal account and both portals provide counselors the ability to communicate with students and families. Students can access Naviance and Pathway Manager through PW's website, or by visiting <http://connection.naviance.com/pwhs>, <https://colonialsd.pathwaymanager.com/>

### Naviance

Students will use Naviance to conduct college planning and access career assessment tools. Both students and parents/guardians access information regarding course planning, college and career planning, scholarships, summer programs, financial aid, test information, complete college searches, build resumes and log hours for school activities, community service and employment. PWHS utilizes the Naviance E-Doc portion of its program to electronically communicate transcripts and recommendations to colleges and universities.

### Pathway Manager

Students will use Pathway Manager to create 4 years plans, compare careers, access work based learning opportunities such as Internships, Job Shadows, Educational Field Trips and Career Mentoring opportunities. Students will be required to reflect on experiences within the system to make decisions when planning for their futures.

## **Commencement**

Commencement is the highlight of a successful educational experience. Consequently, it is a dignified ceremony that exemplifies etiquette. It is a celebration for the entire community and a serious academic event. The following guidelines are designed to give our commencement the dignity and respectability it deserves. Students who believe they cannot comply with these conditions do not participate in commencement. Any student who does not meet the standard of conduct and dignity implied in this statement at any time during the ceremony is removed. Finally, we urge parental/guardian support and cooperation in making commencement a happy and meaningful event in the life of their children. The decorum of the audience at commencement is just as dignified as that of the graduates. **Students must have fulfilled ALL graduation requirements in order to participate in the commencement ceremony.**

Commencement is held on Colonial Field on the high school campus. In case of inclement weather, commencement is held in the PWHS West Gymnasium. Each student receives two (4) tickets for admission to the gymnasium and there will be video viewing in the auditorium if commencement must be held inside. Tickets are not required for the outside ceremony.

A faculty committee panel selects any student graduation speakers/singers based on audition scores and good standing in terms of academics, discipline and attendance.

Appropriate dress includes pants or a dress (no shorts), a dress shirt with collar (white preferred), a tie, and formal shoes (no sneakers or sandals). Traditional caps and gowns are worn at commencement. Gowns are fully zippered. Caps are properly placed on top of the head. No item of any type is worn on the cap or gown other than the approved tassel and stole. Students not properly attired will not participate in the commencement ceremony. Students are assessed a nominal fee to cover the purchase of caps and gowns.

Attendance at commencement rehearsals is mandatory. Those late or absent from rehearsals, without prior approval, do not participate in commencement. A student who must miss rehearsal due to illness must speak with Dr. Bacani or Mr. Price in the administrative office by 7:00 a.m. that day.

If prior to, or during commencement, it is the opinion of the administration that a student is under the influence of a controlled substance or alcohol, the student is removed from the commencement ceremony. Offenders are subject to legal prosecution. The administration has the responsibility and/or prerogative to exclude a student from commencement for academic ineligibility, for serious breaches of discipline, for use of alcohol or other controlled substances, or for other acts deemed serious enough to warrant exclusion. Administration reserves the right to hold the diplomas of any student who is involved in inappropriate behavior until a scheduled meeting can occur with members of the administration.

### **Copyright Laws**

Students must comply with all copyright laws in the production of materials for school assignments and projects. Teachers can provide guidance in this area.

### **Course Levels**

PWHS is a comprehensive high school which offers a demanding college preparatory program supplemented with strong offerings in several elective areas and technical school education. Students have the opportunity to select courses consistent with their abilities, achievements and interests as described below. Consult the *PWHS Course Catalog* for course descriptions, minimum grade requirements and prerequisites.

**Academic** level courses are demanding college preparatory courses. The course materials require average to above-average ability and comprehension, and maintain a balance between the development of basic skills and the application of principles.

**Honors** courses are appropriate for a student who learns well through verbal and abstract methods of instruction, reads thoroughly and insightfully, demonstrates understanding and insight, works well both independently and in groups, understands and follows directions with little or no difficulty, demonstrates a sound grasp of the writing process and can express him/herself well in writing, demonstrates perseverance and motivation, has a genuine commitment to academics and is committed to doing the necessary academic study, submitted in a timely fashion high quality assignments that reflect thought, care and consistent effort, and questions thoughtfully and carefully.

**Advanced Placement** courses are appropriate for a student who meets and often exceeds expectations in honors level classes, demonstrates the ability to perform independent research and study, performs well at a rapid pace, has achieved at a high level in any prerequisite courses, understands that the course is college level material, and accepts that he/she must take the AP course examination and attend AP Seminars when scheduled.

Honors and AP courses require teacher recommendations. Departments also set minimum grades that students should earn. In recommending students for honors and AP courses, teachers consider numerous factors in determining if the course level is in the student's best interest, including the grades earned in prerequisite courses. In the event that a teacher recommends against the placement, parents/guardians should contact the teacher and counselor to discuss the situation. If parents/guardians choose to override a faculty recommendation, they must submit a completed parent/guardian override form to their child's counselor. Parents/guardians overrides will be honored only if class size permits additional placement of students. No override forms will be honored after the start of the semester.

### **Course Selection and Schedule Changes**

Students select their courses, tentatively each March for the following academic year. Students submit their requests including alternate elective choices, online via PowerSchool. Students may change their course selections through the end of the school year, seats/space permitting, by obtaining parent/guardian permission and submitting the request to the counselor.

Following receipt of a tentative schedule in August, students may request a schedule change for valid reasons, pending seat availability. Students must make an appointment with their counselor on one of the few dates their counselor is available during the last week of August. Requests for specific teachers or blocks will not be honored. Schedule change requests can be made during the first (3) days of a course with approval by a counselor, and dependent upon valid circumstance. Students do not have the option to withdraw from a course. AP courses are year-long and cannot be dropped midyear.

Should a student fail a required core course, every attempt will be made to reschedule the course for the following semester or school year. In cases where this is not possible, online credit recovery through an approved provider may be an option.

### **Dual Enrollment**

PWHS provides two different opportunities for qualified students to earn high school and college credit at the same time. (A) Qualified students make arrangements at local colleges to take one on-campus course per semester as approved by the school counselor. For more than one course, permission of the building principal is also required. The student therefore earns one high school credit for each semester college course passed. Students' transcripts will reflect the grade earned in the college course. Pass/Fail is not an option. The student earns honors level credit for grades of at least C-. Students are responsible for tuition, books and transportation. (B) Dual enrollment is also available in select PWHS courses which have been approved for college credit through an accredited college. Students' transcripts do not reflect the college credit, and the student earns academic/honors level credit at PWHS. Students are responsible for tuition, books and transportation.

### **Early Admission to College**

For the senior year, an eligible student may attend college on a full-time basis and earn credit toward graduation from PWHS. The student must request and receive permission from the counselor and the building principal, be accepted on a full-time basis in a program granting credit toward a degree, and provide PWHS a transcript documenting successful completion of the courses. The student may participate in commencement but is not eligible for any senior awards.

### **Extended Learning Time (ELT)**

Extended Learning Time is in effect for students failing Math or English Language Arts courses. Students falling below the grade of 70%, are required to report the next available ELT, held after school. Parents/guardians will be notified by the teacher of the grade and ELT assignment and receive at least 24 hours' notice. Students who do not attend ELT as assigned will be issued discipline consequences (detentions level 1, 2 and/or 3).

### **Failure of a Course/Making up Credits for Graduation**

Students must take all required courses at PWHS or via a PWHS approved online provider, with the exception of approved dual enrollment college courses. In the event of a failed course, every attempt will be made to reschedule a student to take the course for the following semester/year or enroll in credit recovery courses through their school counselor. Please note that school and/or state assessments may prohibit specific courses from being taken online. (*\*See Credit Recovery Program in Chapter 9 for additional information*)

### **Field Trips**

Students on field trips are expected to behave according to the Code of Student Conduct. If a teacher judges that a student cannot reasonably be expected to abide by the code or special regulations of the trip, he or she refers the situation to the assistant principal who has the right to exclude the student from participation for cause. Additionally, any infractions or misconduct occurring while on a field trip or school sponsored event will result in disciplinary actions assigned by the administration. If, for sound educational reasons, a student elects not to participate in a field trip, the teacher excuses the student from participation and designs a learning experience that achieves similar instructional goals. It is the responsibility of the student to attend PWHS on the day of the field trip and to complete the assignment as directed by the teacher. Students who plan to participate in a field trip activity submit a signed "Parental/Guardian Permission Form" prior to the time of the trip. Students are responsible to make up work missed in other classes and must take tests and fulfill other obligations on the day they return. (*\*See Code of Conduct, Appendix C*)

### **Final Examinations and Other Common Assessments**

A final standards-based examination is administered at the end of each semester in almost all core academic courses and some elective courses. The exam score counts as 15-20% of the final course grade. Special schedules for administration of exams are announced in writing and on the Colonial website to students. Schedules for students attending the Central Montgomery Technical High School are adjusted for exams. Students with unexcused or unlawful absences on the days of final exams forfeit the right to make up the exam and receive a "0". Students arriving late must complete the test within the remaining exam period. Early dismissals are not granted during the testing period; students leaving early must complete the exam within the

testing period. Students are expected to remain in the test room for the entire test period. Students removed from the room during the exam period due to inappropriate behavior will be required to make up the exam.

Although students and their parents/guardians receive feedback about student performance on common benchmark and final assessments, to maintain the security of these assessments, they are not sent home. Parents/guardians wishing to view their child’s scored assessments may do so during a conference with the teacher.

**Grade Point Average (GPA)**

Both unweighted and weighted Grade Point Averages (GPA) are maintained for all students. The yearly GPA is based on the course grades earned during the year. The cumulative GPA is based on all courses taken up to the given date. Only courses taken at PWHS and approved dual enrollment college courses taken while the student is enrolled as a high school student are included in the GPA. Courses taken at PWHS by students in the Colonial Middle School are not included in the student’s GPA.

All PWHS courses and dual enrollment courses are included in the GPA except those for which a pass/fail grade is issued. When a student repeats a failed subject in the regular school schedule or an approved full online version, the original failing grade will become a grade of “N” (no grade) and only the new grade will be calculated in the GPA. When a student repeats a failed subject in an accredited credit recovery program that provides fewer hours of instruction than the regular course (i.e. truncated), the original grade and the make-up grade and credit are both used in computing the GPA.

The unweighted GPA is derived by dividing the total number of grade points earned by the total number of eligible credits attempted. Unweighted GPA is reported on the final report card and is used for National Honor Society, and honor roll eligibility. The weighted GPA, which reflects additional weight for honors and Advanced Placement courses, is used for decile placement, graduation honors and for class rank when it is provided by the college counselor to a requesting university or scholarship fund. See Appendix D for additional information and examples of GPA.

**Grading Scale**

The following percentages are used to determine students’ grades. Each teacher maintains both the percent grade and its equivalent letter grade for each student. Only the letter grades, which correspond to the student’s percent average, appear on the report card and transcript. Additional information about grading is in Appendix D.

Students are required to attain at least 70% in order to pass courses in the English/Language Arts and Mathematics departments. The grading scale for these courses will be as follows:

<b>Grading Scale for English/Language Arts &amp; Math Courses ONLY</b>			
	A	90 – 100%	
B+	87 – 89%	B	83 – 86%
		B-	80 – 82%
C+	77 – 79%	C	73 – 76%
		C-	70 – 72%
		F	0 – 69%



The grading scale for courses in other departments will be as follows:

Grading Scale for all other PWHS Courses					
		A	90 – 100%		
B+	87 – 89%	B	83 – 86%	B-	80 – 82%
C+	77 – 79%	C	73 – 76%	C-	70 – 72%
D+	67 – 69%	D	63 – 66%	D-	60 – 62%
		F	0 – 59%		

### Graduation Honors

Graduates earn distinction for academic performance based on their cumulative weighted grade point average as computed at the end of the first semester of grade 12:

Cum Laude – Weighted GPA of 3.5 to 3.7

Magna cum Laude – Weighted GPA of 3.8 – 4.1

Summa cum Laude – Weighted GPA of 4.2 and above

### Graduation Requirements

To receive a diploma and participate in the commencement ceremony, a student must satisfactorily complete the graduation requirements stipulated by the Commonwealth of Pennsylvania State Board of Education Academic Standards and Assessments and the Colonial Board of Education as set forth below. Special circumstances are addressed in CSD Board Policy 217 and CSD Board Policy 217.1.

Graduation Requirements for the class of 2020 and beyond	
5	English/Language Arts (non-elective)
5	Mathematics (non-elective)
4	Social Studies (non-elective)
4	Science (non-elective)
2	Health/Physical Education
3	Arts & Humanities Electives
17	Electives
<b>40</b>	<b>Total Credits</b>

*\*Students must be enrolled in 5 courses per semester regardless of credit and/or graduation requirement fulfillment.*

In addition to meeting the credit requirements, students must demonstrate proficient or higher performance in reading, writing and mathematics on the State assessment administered prior to grade 12. Students scoring below the proficient level on any of the Keystone Exams must retake the exam and be subject to receive remediation. *However, beginning with the Class of 2021, students that do not reach proficiency on the Keystone Exam will seek another option to fulfill graduation requirements per Senate Bill 1095 passed on October 15, 2018 which amended high school graduation requirements, providing alternate options to demonstrate proficiency on the Keystone Exams.*

ALT OPTION 1	ALT OPTION 2	ALT OPTION 3
passing grade in all three PWHs Keystone academic content area trigger courses for: BIOLOGY, LITERATURE, ALGEBRA		
<p style="text-align: center;">+</p> <p><u>ONE of the following:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> passing grade in a dual enrollment course in Math, Science or English</li> <li><input type="checkbox"/> PDE recommended score on the SAT or PSAT</li> <li><input type="checkbox"/> participation in the ASVAB</li> <li><input type="checkbox"/> apprenticeship program</li> </ul>	<p style="text-align: center;">+</p> <p><u>ONE of the following:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> industry-based competency certification related to a student's CMTHS program of study</li> <li><input type="checkbox"/> CET exam proficiency (NOCTI or NIMS)</li> </ul>	<p style="text-align: center;">+</p> <p><u>ONE of the following:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> SAT subject exam</li> <li><input type="checkbox"/> industry-based credential</li> <li><input type="checkbox"/> any dual enrollment</li> </ul> <p style="text-align: center;">+</p> <p><u>TWO of the following</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> full time employment</li> <li><input type="checkbox"/> internship/co-op</li> <li><input type="checkbox"/> NCAA course clearinghouse</li> <li><input type="checkbox"/> community service</li> </ul>

### Homework

It is well known that effective homework improves student learning. Teachers at PWHs assign homework for several purposes. One purpose is to practice a skill or to interact with content that is currently being learned. Another is to help the student prepare for a classroom activity that will take place the next day or in the near future. A third purpose is for elaboration on or extension of a lesson topic.

Though parents/guardians are encouraged to support students' good study habits at home, it is not advisable for parents/guardians to help their children with the actual homework assignment. Do help your child establish a good routine for homework.

The general guideline that PW teachers use in assigning homework is that students should spend 10 times their grade level in minutes on homework daily. For long-term projects, this will be more of an average across several days. Thus, a 9<sup>th</sup> grader should spend about 90 minutes; a 10<sup>th</sup> grader should spend about 100 minutes, etc. Parents/guardians should contact the teacher if their child is spending too much or no time on homework in one subject. Contact the counselor if homework in all courses is taking too much time.

Generally, homework is graded when it involves a real exhibition of students' learning of important course objectives. Completion of daily homework assignments is necessary for good performance on classroom assessments from which grades are derived. It is the student's responsibility to make sure the homework assignment is understood, to be aware of the date that it is due, and to clarify any other pertinent details necessary for the successful completion of the assignment. When a student is absent from school due to extended illness (three or more days), the parent or student should request classroom assignments from the teacher(s).

## **Honor Roll**

A student earns honor roll status at the end of each academic year. A student whose unweighted grade point average (GPA) for the year is 3.0 or greater with no course grade below a “B” earns scholastic honor roll status. A student whose unweighted GPA for the year is 3.8 or greater with no course grade below a “B” earns distinguished honor roll status. (Note: A student who earns a grade of “B-” or below, will not qualify for honor roll)

## **Incomplete Grades**

At the end of a semester, with administrative approval, teachers may assign students a grade of “Incomplete” if illness or other extenuating circumstances have resulted in school absence at the end of the period. Students are expected to complete outstanding assignments and assessments within two-three weeks after the end of the semester.

## **Lab Fees (Elective Courses of Study)**

Lab fees, for materials designated as consumable resources, are applicable for elective courses of study only. Lab fees are determined by the department and defined in the class syllabus. Fees may not exceed \$15.00 per student, per course.

## **Library-Media Center**

Students are welcome to visit the library media center for concentrated study, recreational and informational reading, course enrichment, assigned Virtual High School courses, research, Makerspace and in-depth exploration of content areas. An atmosphere conducive to learning is maintained through the application of all regular school policies and rules. Per BYOD guidelines, cell phones and other electronic devices are permitted but should be in silent mode and are to be used for educational purposes. Students will sign-in when visiting the library.

Hours: When school is in session, the library is open during the following times:

Monday through Thursday	7:00 AM – 5:00 PM
Friday	7:00 AM – 2:20 PM

Passes: During the school day, students will not be admitted to the library-media center without a pass and student ID badge. Students will obtain passes from a teacher, classroom aid, library-media center staff or lunch aid.

Circulating Materials: Late fees will **NOT** be assigned for circulated materials as students will be held accountable and assigned an obligation for the entire value of the material borrowed, until it is returned.

MakerSpace: Makerspace is a student run space for tinkering and creative output aligned to a STEM philosophy. Materials are available within the LMC and students looking for structured “maker-activities” should sign-up through the Bonus Block portal.

Subscription Databases: The library subscribes to a number of online databases providing students access to these sites from school or home. A password is required for off-site access and may be obtained in the library.

Technology: Computers, copiers and other technology available in the library-media center are for academic use, research and school work only. Recreational games, instant messaging and other inappropriate uses are prohibited.

### **Make-up of Assignments (Excused Absence)**

Students have the responsibility to make up all work missed during an excused absence from school. Teachers assist students in this regard, using the following time limits. Work or tests scheduled on the day of an absence are due upon return of the student to school. Assignments are to be made up in a period of time not to exceed twice the number of days absent. When a student is absent from school due to extended illness (three or more days), the parent/guardian or student should request classroom assignments from the teacher(s). \*Make-up assignments and assigned deadlines for reasons other than excused absences are at the discretion of the teacher.

### **National Honor Society**

PWHS operates the Cardin D. Brown Chapter of the National Honor Society (NHS). The National Association of Secondary School Principals sponsors the NHS to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership and to develop character in secondary school students.

#### Scholarship:

Students must have and maintain a **cumulative unweighted grade point average of 3.75** or above. A student exemplifying scholarship is an active class participant, enrolls in a rigorous course-load, including honors and AP courses, and studies and completes homework and assignments on a regular basis.

#### Character:

The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, complies with school and classroom rules and regulations, and shows courtesy, concern, and respect for others. Students of good character comply with and abide by PWHS' academic integrity policy.

#### Service:

This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit. Some examples are food drives, helping the homeless; tutoring or mentoring in the community or schools; work on school related service projects, e.g., car wash, blood drive, dance decorations/clean-up or any sort of organized volunteering through religious, community, social or athletic organizations.

#### Leadership:

Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences are drawn from school or community activities while working with or for others. Some examples are successfully holding an office in a student or youth organization; being the captain or co-captain of an athletic team; demonstrating initiative in promoting school activities; holding a management position on the job or inspiring positive behaviors in others.

#### NHS Selection Process:

Students in grades 11 and 12 who meet the scholarship requirement and who have been in

attendance at PW for the equivalent of at least one semester are sent an invitation to apply to NHS in August. Students must complete the application and submit it before the stated deadline, providing evidence of their service and leadership as well as personal recommendations from others regarding their character, service and leadership.

Selection to NHS is by a majority vote of the five-member faculty council which is appointed by the principal. Each faculty council member reviews the completed applications of all candidates, rating their level of service, leadership and character. The committee meets to discuss any student with a questionable rating, and contacts students' references as needed to obtain more information. Applicants are notified of their selection in October; new members are inducted in November. Once inducted NHS members are expected to maintain their GPA, exemplify other NHS standards and perform 20 to 25 hours of service in the school and community. Senior members in good standing are eligible to be nominated to compete in the NHS Scholarship Program. For additional information, see the PWHS NHS brochure available in school offices or visit the NHS webpage on the Activities link of the PWHS webpage.

### Discipline and Dismissal

*Section 1:* The Faculty Council, in compliance with the rules and regulations of the National Honor Society, shall determine the procedure for dismissal. A written description of the dismissal procedure shall be available to the interested parties. (*Note: Faculty Councils can consider disciplinary actions that are less severe than dismissal if the circumstances warrant.*)

*Section 2:* Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or the law, a member does not necessarily have to be warned. Evidence of failure to meet any of the requirements of membership may result in dismissal from NHS. The following are some specific examples of situations which may result in dismissal from the NHS (though other situations not noted here may also result in dismissal from NHS):

- Academic Eligibility - NHS student GPAs will be analyzed at the end of each semester by the faculty advisor. For example, a junior member of the NHS would have his/her GPA reviewed at the end of their junior year fall semester, junior year spring semester, and senior year fall semester. If a student's GPA drops below the minimum, the student will be notified in writing and monitored more closely throughout the following semester, with interim checkpoints coinciding with each round of progress reports. If after one semester the student fails to raise his/her GPA to the required minimum, his/her membership in NHS will be revoked.
- Discipline - If an NHS student commits a Level 3, 4, 5, or 6 PWHS code of conduct violation, he/she will be immediately dismissed from NHS (**NOTE: Cheating is a Level 3 offense**). The student is responsible for notifying the principal and the NHS faculty advisor of his/her code of conduct violation. Additionally, repeated occurrences of Level 1 or 2 Code of Conduct violations may result in dismissal from NHS. Violations of community laws may also result in immediate dismissal from NHS. Written notification is not required for removal from the NHS for disciplinary reasons. Exceptions to this policy may be made by the principal and Faculty Council.

- Failure to Fulfill Service Obligations – NHS students who fail to serve their school and/or community may face dismissal from NHS after review by the Faculty Council. Students must submit service logs and designated “checkpoints” throughout the year.

*Section 3:* The Faculty Council, in compliance with the rules and regulations of the National Honor Society, will meet to determine when an individual has exceeded a reasonable number of warnings.

*Section 4:* In all cases of pending dismissal, a member shall have a right to a “due process” hearing before the Faculty Council.

*Section 5:* For purposes of dismissal, a majority vote of the Faculty Council is required.

### **Printing (Consolidated Printing at PWHS)**

PWHS’ consolidated printing model encourages students to submit assignments to their teachers digitally when possible and/or plan to have necessary assignments printed and prepared for the day, prior to arriving at PWHS. As an extended convenience, students will be permitted to print/copy/scan in the Library-Media Center (LMC). Students may utilize the printing center ideally before or after school, but may do so during lunch with a pass. Students should plan accordingly when printing resources or assignments for class and are expected to be on time and will not be admitted late for printing.

### **Report Cards and Progress Reports**

A report card with the student’s final course grades is provided digitally (PDF), following the end of each semester. Progress reports, which include grade-to-date and clarifying comments to keep parents/guardians apprised of students’ ongoing performance, will be made available for parents/guardians to review in PowerSchool. Parents/guardians will be notified via the district communication portal when progress reports are available to view in PowerSchool. (*See Appendix D for more information*).

### **School Counseling Services**

The mission of the School Counseling Department is to provide comprehensive services to address students’ personal, social, academic and career development. Services include a focus on an understanding of abilities, aptitudes, interests and skills needed for a successful transition from grade to grade and on to post-secondary education. Counselors are assigned to a group of students alphabetically and remain with them until graduation. School counseling services are delivered through large group, small group, and individual meetings. To assist students in evaluating their individual abilities, aptitudes, and interests, counselors supervise the administration of career and aptitude tests. College information programs are scheduled throughout the year to provide access to information for students and their families. Parents and guardians should always feel free to call or email the appropriate counselor. Please allow up to 24 hours (from the time of receipt) for a counselor to return your telephone call. Every effort will be made to return the call sooner; however, during peak times the volume of calls is tremendous. Individual parent/guardian meetings are also welcomed.

### **Counselor Appointments**

Students may make an appointment with their counselor in the counseling office. Students will receive a pass to visit their guidance counselor the morning of an appointment.

## Senior Awards

Each spring, PWHS conducts a senior award ceremony to acknowledge students who have earned school and community sponsored academic and achievement awards. Students receiving an award are notified by the building administration.

## Standardized Testing (Keystone Exams)

To aid the district in monitoring the achievement of all students, various assessments are administered annually to ascertain tangible data about students' academic skills. Mandated by the PA State Board of Education, the Keystone Exams are end-of-course assessments designed to assess student proficiency in the subject areas of Algebra, Biology and Literature.

Student scores are tabulated for school data in a student's 11<sup>th</sup> grade year. Students taking the Keystone Exam in grades 9 and 10 and who score in the proficient range will have their scores banked for their 11<sup>th</sup> grade year. To monitor the reading and math achievement of students prior to grade 11, the district administers annual reading and math tests to students in grades 9 and 10. Results are used to place students into appropriate courses and remedial programs.

Student performance on the Keystone is scored as Advanced, Proficient, Basic or Below Basic. Students scoring below the proficient level on any of the Keystone Exams must retake the exam and will receive intervention remediation and/or may be assigned a Keystone remediation course. Students that do not reach proficiency after three times may be assigned additional projects, determined by state regulations, to be assessed in order to graduate.

	<b>BELOW BASIC</b>	<b>BASIC</b>	<b>PROFICIENT</b>	<b>ADVANCED</b>
<b>ALGEBRA I</b>	1200-1438	1439-1499	1500-1545	1546-1800
<b>BIOLOGY</b>	1200-1459	1460-1499	1500-1548	1549-1800
<b>LITERATURE</b>	1200-1443	1444-1499	1500-1583	1584-1800

Parents/guardians have the right to have their children excused from the Keystone exam if, upon inspection of the assessments, they find them to be in conflict with their religious beliefs. Parents/guardians must follow protocol which includes a written request for excusal to the superintendent. Parents/guardians have the right to review the state assessments in the school two weeks prior to their administration or as soon thereafter as the district receives the assessments. Please visit the PWHS website for additional details.

## Student Records

Contact personnel in the administrative office or counseling office for assistance.

## Testing Schedule

The testing schedule displayed on the next page is used to reduce the number of tests and/or assessments that a student must take on any given day. This does not apply to short quizzes.

SUBJECT	MON	TUES	WED	THURS	FRI
EDI			x		x
ENGLISH	x			x	
MATH		x			x
SCIENCE			x		x
SOCIAL STUDIES		x		x	
WORLD LANGUAGES	x		x		

## Transcripts

The transcript is a record, beginning with grade 9, of grades earned for each semester to date at PWHS. Also included are grade point average and 11<sup>th</sup> grade state assessment scores (Keystone Exam). A copy of the transcript is mailed home during the summer prior to senior year. The student and parents/guardians should review the transcript for accuracy and inform the school counselor of any errors or omissions.

An official copy of a student's transcript must be requested in writing by completing the Transcript Request Form, which is available in the Counseling Center. Official transcripts are those sent directly from PWHS to the receiving institution. Mid-year senior grades are submitted only by request of the student. A final transcript will be mailed to the college that the student plans to attend as noted on the Senior Survey, which students must complete prior to graduation. Graduates must make requests for transcripts in writing and pay \$3.00 for each request.

## Transfer Credit

When a student transfers to Plymouth Whitemarsh High School, the counselor will work with the administration to determine course credits applicable to the district's graduation requirements. Course names and grades of the transferred courses will be listed in accordance with the sending school and manually added to the student's transcript and be included toward class rank. PWHS will recognize weighted grades from a sending school for Honors and AP designated courses only. Students who enroll at PW with less than 45 days remaining in a semester, will earn a grade of Pass/Fail unless incoming courses directly align with PW courses. Credit and grades cannot be assigned without official documentation from the sending school.

## World Language Course Acceleration

Circumstances under which students may be permitted to accelerate their enrollment in Latin, French and Spanish courses include formal study in another structured setting, residence or study abroad, and other immersion experiences. In order to advance to a language level without taking the prerequisite courses(s), a student must demonstrate proficiency on content assessments and obtain approval from the department head.



## **Chapter 3: Activities & Student Life**

### **Activities Code of Ethics**

Students who violate the Colonial School District Activities Code of Ethics will be suspended from extracurricular activities or athletics. See Appendix A of this handbook.

### **Class Officers**

Elections for class officers are held each spring; the freshman class elections are held in September. Class officers work closely with the class sponsors and steering committees in organizing many important class activities each year.

To run for class officer and to remain in the position for the full term, a student must meet several criteria. The student must possess and maintain a current and a cumulative unweighted Grade Point Average of 3.0. The candidate or officer can have only one incident during the current activity year that resulted in a Level 2 detention or Saturday School, and there can be no incident in the activity year that resulted in suspension from school. The student cannot have been cited by the class sponsor for dereliction of duty during the activity year. An activity year begins on the day of an election and ends at the time of the subsequent elections. If an office holder is removed from office, he/she must be approved by the Director of Activities and the class sponsors to run for office in the subsequent election.

### **Class Sponsored Activities / Responsibilities**

All class-sponsored activities are paid for on a pay-as-you-go basis. An amount to be paid is set for each class activity by the administration, the class sponsors and the officers in consultation with the class. Students are asked to register for each activity and pay the amount due in advance. The class treasurer keeps accurate records and accounts for all monies.

It is understood that any classes do not enter into the contract commitments until they have accumulated at least \$1200 in their account. This money is raised by the class through the various fundraising programs agreed upon by the administration, class sponsors, officers, and the class. Money raised from the fund raising activities is used by the class to pay class expenses and to supplement the cost of class activities.

### **Clubs and Activities**

Students are encouraged to join one or more of the school sponsored and student-initiated clubs and activities in order to participate in the life of the school and develop important social and leadership skills. A list of clubs and activities is available in the office of the Activities Director and on the school website. Students wishing to initiate a club should contact the Activities Director.

## **Dances/Proms**

Dances held periodically throughout the year are sponsored by various organizations of the school. Attendance for the annual Homecoming Dance, Freshman Fling, and Sophomore Hop is open to currently enrolled PWHS students **ONLY**. Guests of PWHS students **WILL BE** permitted for the Junior and Senior Proms. All guests of PWHS students attending these dances must submit a **Dance Guest Pass** at least one week in advance to their assistant principal's office for approval. Attending dances is a privilege not a right. The principal, on behalf of the district, reserves the right to deny admission to any guest.

**Students with outstanding obligations are not permitted to purchase tickets for the dances or proms.** Students attending Alternative School placements will be permitted to attend PWHS dances/proms (per request) at the discretion of the PWHS Administration only.

### General guidelines are as follows:

- On the day of a dance or prom, students must minimally attend ½ of the scheduled school day in order to participate. All students not meeting the minimum requirements will be ineligible to attend
- All regulations pertaining to school discipline and behavior are in effect
- All students and their belongings being brought into the dance are subject to search at the discretion of the principal and/or administrative chaperones
- Open containers of liquids will not be permitted into the dance
- At the dance, use of controlled substances and tobacco are prohibited
- Inappropriate or provocative attire is prohibited; students are expected to dress according to the formality of the dance. Students violating rules related to dress and dancing will be ejected
- In dancing, students must refrain from excessive demonstrations of affection, lewd behavior, and dance moves that are considered sexually provocative or that simulate sexual activity
- Students are not permitted to return to the dance after leaving
- Dances end no later than 10:00 p.m. with the exception of the proms
- Students who exhibit Level 2 or 3 offenses (per student Code of Conduct) are not permitted to attend dances/proms if the administered suspension occurs during the time period of the scheduled event

Juniors and Seniors are dismissed at 11:00 a.m. on the day of their respective proms. Additionally, all other PWHS students attending these proms will be eligible for an excused early dismissal at 11:00 a.m. if a written request from the parent is submitted to the Attendance Office before Block 1 on the day of the prom.

## **Fundraising**

All fundraising activities by students or clubs must be authorized by the Activities Director. Academic instruction is not to be disrupted and fundraising items are not to be sold within the confines of the classroom.

## **Music and Theater Arts Activities**

A variety of academic/honors level curricular and extracurricular musical experiences are available for PWHS students. Students may elect band, choral and orchestra classes which meet on alternating days with a select number of academic classes for the entire year.

In addition to the numerous performing and competitive opportunities present in the music curriculum, students may also participate in these extra-curricular experiences:

- Chamber Ensemble, open to string players
- Indoor Drumline, a competitive percussion ensemble
- Indoor Guard, a competitive movement ensemble (spins flags, rifles & sabers)
- Jazz Band, a select competitive ensemble (performs a wide variety of jazz styles)
- Lab Band, an introductory jazz style ensemble (open to all student musicians)
- Marching Colonials, a marching band which performs for PWHS football games, community events and competitions
- A-cappella

Students interested in theater arts may participate in the Colonial Players Fall Production or the PWHS Spring Musical. PWHS theater arts provides opportunities for students interested in set construction, lighting, and sound to serve as Stage Crew for these productions and other auditorium programs. PWHS students with strong instrumental skills are encouraged to audition to play in the pit orchestra for these productions.

## **Principal's Leadership Council (PLC)**

PLC is a group of students chosen by the high school principal that meets with school administrators several times a year to discuss school concerns. Students must apply to become members of the PLC by writing a letter of interest to the high school principal stating why they would like to participate in this forum.

## **Publications**

Various publications offer students opportunities for experience in writing, editing, photography and layout. *The Town Crier* student newspaper is published several times throughout the year. *The Milestone* student yearbook documents a full year in the life of PWHS and is published in the spring with a supplement in the summer. Students may also contribute to or help to edit *The Continental*, the PWHS student literary magazine.

## **Student Council**

Students develop leadership skills through the PWHS Student Council which sponsors many school-wide activities to improve the school and promote school spirit.

## **Student Representation on CSD School Board**

It is the policy of the Colonial Board of School Directors to have two student representatives serve as non-voting members of the Board for the purposes of enhancing communication with the student body, helping elected Board members to be aware of student views, and working constructively with members of the Board and the Superintendent to provide quality education for the students of the district. In addition, two students serve as non-voting members of the Community Relations & Student Life Committee of the Board.

## Chapter 4: Athletics

### Activities Code of Ethics

Students who violate the Colonial School District Activities Code of Ethics will be suspended from extracurricular activities or athletics. See Appendix A of this handbook.

### Athletic Office

Located in the main hall across from the Administrative Office, The PWHS Athletic Office is open during school hours. The telephone number is 610.825.1500, ext. 1904. In addition to the seasonal brochures for all athletic competitions available in the Athletic Office, the high school website contains detailed information about the PWHS athletic program.

### Athletic Program

Every student (grades 9-12) at PWHS has an opportunity to engage in an athletic activity. The following sports and team options (9<sup>th</sup>, Junior Varsity, Varsity) are offered:

Girls	9 <sup>th</sup>	JV	VAR
Basketball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bowling (co-ed)			<input checked="" type="checkbox"/>
Cheerleading			<input checked="" type="checkbox"/>
Cross Country			<input checked="" type="checkbox"/>
Field Hockey		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lacrosse		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Soccer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Softball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Spring Track			<input checked="" type="checkbox"/>
Swimming & Diving		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tennis		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Volleyball		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Winter Track			<input checked="" type="checkbox"/>

Boys	9 <sup>th</sup>	JV	VAR
Baseball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Basketball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bowling (co-ed)			<input checked="" type="checkbox"/>
Cross Country			<input checked="" type="checkbox"/>
Football	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Golf			<input checked="" type="checkbox"/>
Lacrosse	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Soccer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Spring Track			<input checked="" type="checkbox"/>
Swimming & Diving		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tennis		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Winter Track			<input checked="" type="checkbox"/>
Wrestling		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### Athletic Policies

A student attends at least five practice sessions in any sport prior to being eliminated from the squad. The criteria for cutting are based on ability, desire, condition, grades, knowledge of game, cooperation, attitude and service.

Students are dropped for disciplinary reasons at any time, and a conference follows with the coach, athletic director, house administrator, and parents/guardians.

A student, selected as a member of an athletic squad, remains on that squad until the end of the season. Moving from one squad to another or to a following sport season is not permitted unless agreed upon by coaches, athletic director, and house administrator. Students wishing to change sports must obtain permission from the coaches of the two sports and the assistant principal.

## **Athletic Awards**

The varsity letter is the highest athletic award given to our students. Students wearing the PW have earned the right to wear this top award. The Athletic Department issues certificates to every student who has earned a varsity letter. A varsity letter is given the first year that a student earns it and is not repeated in a given sport.

The senior award winner is given a plaque in all sports, indicating the number of years of participation. Athletic letters are awarded to participants meeting any one of the following requirements:

Baseball - 50% of all innings played	Soccer - 50% of all quarters played
Basketball - 50% of all quarters played	Softball – 50% of all innings played
Bowling – 50% of matches played	Swimming & Diving – 50% of all meets
Cross Country - Score in 50% of meets	Tennis – 50% of all matches
Football - 50% of all quarters played	Track - Score in 50% of all meets
Golf – 50% of all matches	Volleyball - 50% of all games
Lacrosse – 50% of all quarters played	Wrestling - 50% of all matches
Hockey - 50% of all quarters played	

A junior varsity letter is given to the student for each sport in which he or she participates. Junior varsity letters are awarded according to the standards which are listed above. Letters are awarded only for those sports that have a junior varsity program.

## **Championship Awards**

- All administratively recognized champions, both individual and team, receive an appropriate award for their achievements.
- League Champions, District Champions, Inter-District or Regional Champions receive an award not to exceed \$30 in value.
- State finalists, both individual and team, receive an award not to exceed \$35 in value.
- Letter winners are determined by the guidelines as published under Athletic Awards.
- A committee, consisting of the principal or designee, the athletic director, the head coach of the sport involved and a student representative determines the type of award to be given.
- These awards are funded from refreshment stands proceeds. Additional funds, as needed, are made available from athletic gate receipts.

## **Chain of Command Procedures**

An established chain of command creates an efficient and transparent avenue to communicate concerns related to your child.

### Parents/ Guardians:

Any concerns regarding your child and his/her athletic experience should follow the procedures listed below. Issues not appropriate to discuss with coaches are playing time, team strategy, play calling, and other athletes.

### Student Athletes:

Playing time issues can be discussed between the athlete and the coach. If this has taken place and the athlete is still unclear or has concerns, then a parent/guardian meeting can be set up with the coach.

1. Student athlete contacts the coach to discuss the issue.  
*(If this step does not provide a satisfactory resolution, follow protocol for step 2)*
2. Parents/guardian contacts the coach to set up an appointment. If the coach cannot be reached call the Athletic Department and we will set up a meeting.

#### **Please do not attempt to confront a coach before or after a contest or practice.**

These can be emotional times for both the coach and the parent/guardian.

Meetings of this nature usually do not promote positive resolutions.

*(If this step does not provide a satisfactory resolution, follow protocol for step 3)*

3. Contact the Athletic Department for an appointment with the Athletic Director to discuss the situation.  
*(If this step does not provide a satisfactory resolution, follow protocol for step 4)*
4. Contact the school for an appointment with the Principal.

Remember, our coaches are professionals. They make judgment decisions based on what they believe to be in the best interest of the total program. As your children become involved in the athletic programs at Colonial School District they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you and your child wish. At these times, discussion with the coach is encouraged.

### **Concussion / IMPACT Testing**

In addition to the Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) form, all students who plan to participate in athletics are required to complete their IMPACT baseline and concussion awareness packet prior to the start of the season.

### **Eligibility for Athletics**

The Pennsylvania Interscholastic Athletic Association (PIAA) and Colonial School District maintain the following eligibility requirements:

Age Eligibility: A student shall be ineligible for interscholastic athletic competition upon attaining the age of 19 years. If the age of 19 is attained on or after July 1, the student shall be eligible, age wise, to compete through that school year.

Attendance Eligibility: To participate in an interschool practice, scrimmage or contest, a student must have been regularly enrolled in a secondary school and in full-time attendance thereafter. A student who has been absent from school during a semester for a total of 20 or more school days, shall not be eligible to participate in any inter-school practice, scrimmage or contest until the student has been in attendance for a total of 45 school days following the student's 20<sup>th</sup> day of absence. PIAA rules provide some exceptions to this rule. PWHS requires

that students be in attendance for at least half of a school day in order to participate in practice or a competition on that day, unless there is a doctor's note.

Curriculum and Academic Eligibility: A student must pursue a curriculum defined and approved by the principal as a full-time curriculum and must maintain an acceptable grade in the curriculum, as certified by the principal. Eligibility is cumulative from the beginning of a grading period, and is reported on a weekly basis. The student must be passing three (3) of his/her current five (5) courses on a Friday to be eligible for the following week. If a student is ineligible for one week, the week goes from Monday to the following Sunday. Practice is at the discretion of the coaches. PWS teachers report the failing grades of athletes at the end of each week to the athletic director who informs the assistant principal, counselor and coach of any ineligible students. There are no exceptions to this rule.

To be eligible, the student must have passed at least three (3) full-credit subjects during the previous grading period. In cases where a student's work in any preceding grading period does not meet the standards described above, the student shall be ineligible to participate in interscholastic athletics for the first 15 school days of the next grading period, beginning on the first day report cards are issued. Back work may be made up, providing it is in accordance with the regular rules of the school.

At the end of a school year, the student's final grades/credits in the student's subjects rather than the student's grades/credits for the last grading period shall be used to determine the student's eligibility for the next grading period. Students who do not pass three (3) subjects at the end of the year but participate in summer credit recovery and correct their deficiencies, shall be eligible.

Students who are enrolled for the first time must comply with the requirements of the curriculum rules. The standing required for the preceding week, the preceding grading period or the preceding year shall be obtained from the records of the last school where the student has attended.

Health Eligibility: Prior to any student participating in practices or inter-school practices, scrimmages, and/or contests in the student's first sport in a school year, the student is required to submit to the school a completed Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) form. This form is completed by the parent/guardian and an authorized medical examiner. The CIPPE must be performed no earlier than June 1<sup>st</sup> and shall be effective, regardless of when performed during a school year, until the next May 31<sup>st</sup>.

Following completion of a CIPPE, the same student seeking to participate in subsequent sports in the same school year, must have parents/guardians complete and submit to the school Section 5 of the form. Under certain circumstances, the school will determine the need for a medical recertification.

In addition to the Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) form, all students who plan to participate in athletics are required to complete their ImPACT baseline and concussion awareness packet prior to the start of the season.

## Chapter 5: Attendance

### Attendance Policy

According to state compulsory attendance laws, students must attend school until the age of seventeen is reached and absence from school may be excused for only the following reasons:

- (1) Illness of the student
- (2) Death in the immediate family
- (3) Major religious holidays
- (4) Educational experiences/trips, including college visits if approved in advance by the principal or designee
- (5) Other urgent reasons such as court appearances or medical appointments

### Unexcused and Illegal Absences

Absences for reasons other than those provided for by law or policy are unexcused for all students and illegal for those students who have not yet reached the age of seventeen. Additionally, students who do not submit the proper documentation in the appropriate timeline will be marked unexcused or illegal (see below).

### Documentation for Absences Required

Following any period of absence, ***the student is required*** to report to the Attendance Office and to present a written excuse, signed by the parent or guardian, stating the reason for the absence. This applies to all students regardless of age, unless the student is legally emancipated.

If a student fails to bring an excuse after the absence, he/she will receive a reminder call to bring the excuse. If, after the third day, the student has not submitted the written excuse, the absence is categorized as unexcused and, in the case of those students under 17, unlawful. Even when a parent/guardian has called to inform the school of the student's absence, it remains necessary to provide a written excuse.

After **10 absences** in a year, state law requires that the parent/guardian provide a physician's statement for all subsequent absences in the school year. A physician's statement may also be required for admission to school or to verify absences at any time the school authority deems it necessary. Failure to comply with such a request causes the absence to be recorded as unexcused, and for students under the age of seventeen, unlawful.

### Attendance Record

School absences and lateness are included on the student's permanent record and each marking period on the report card.

### Attendance for AP Examinations

On the day that a student is taking an AP examination, he/she is required to attend school for only the examination.



### **Attendance for Final Examinations**

Students who have unexcused or unlawful absences on the day of a final examination forfeit the right to make up the exam and receive a "0". Students arriving late will be required to complete the test within the remaining exam period. Early dismissals are not granted on exam days; students leaving early must complete the exam within the testing period. Students are expected to remain in the test room for the duration of the test period. Students removed from the test site during the exam period due to inappropriate behavior forfeit the right to complete the exam and receive a "0". Schedules for students attending the Central Montgomery Technical High School are adjusted for participation in examinations.

### **Class Attendance**

Teachers record class attendance daily and check it against the daily attendance sheet. At the end of each school day, the names of students who do not appear on the attendance sheet and cannot be verified for each block as being present are forwarded to the Dean of Students for investigation and/or disciplinary action.

### **Credit Denial for Class Absences**

When a student's class absences for a given course exceed 15% of the class meetings, the teacher denies course credit and issues a grade of "CD," credit denied. Near the close of the semester, the teacher submits a Credit Denial Form to the student and the counselor, who notifies the parent/guardian. The student does not receive credit toward graduation, and the attempted credit is used in the calculation of the student's grade point average. Absences caused by school sponsored activities, approved college visits, out-of-school suspensions, or by appointment(s) initiated by the nurse, counselor, or administrator, are not included. When a student is denied course credit for excessive absences, the student has the right to appeal to an administrative committee which will consider extenuating circumstances. If the course in which the student is denied credit is required, this course or a similar course will be rescheduled for the next semester or year. If the course in which the student has been denied credit is an elective, the student may re enroll in the course or may select another elective course which meets graduation requirements.

### **Early Dismissal**

The reasons for excused early dismissal are the same as for excused absences. Students requesting early dismissal are to present a written request from the parent/guardian to the Attendance Office before Block 1 on the early dismissal day. The request must contain a clear description of the reason for the early dismissal. Attendance Office staff confirm the early dismissal through telephone contact with the parent/guardian. When students return from an early dismissal prior to the end of the school day, they sign in at the Attendance Office before returning to class. Students are to provide a written statement confirming the appointment following the early dismissal.

Parents/Guardians picking up their child will need to present a valid form of identification (Driver's License) to be able to pick up their child. *(see page 3 for details)*

### **Educational Trips/College Visits**

The district will consider parent/guardian requests for school absence for an educational trip (including college visits) for a maximum of five days (5) each year. Educational experiences/trips, including college visits must be approved in advance by the principal or designee. Unless there are unusual circumstances, such requests will not be approved for the first ten (10) school days of the year, during examination periods or during standardized testing periods. Educational trip absences count toward credit denial. Requests must be made in writing to the attendance office 10 days in advance. (Form is available on school website.) Upon return, the student must submit a note confirming the trip dates. Students are responsible to obtain assignments in advance and submit them on time.

### **Late Arrival to School**

A student who enters school after first block has begun must report to the Attendance Office before reporting to class. The acceptable reasons for excused lateness to school are the same as for excused absences, and a written excuse from the parent/guardian is required at the time of entry (*Note: medical documentation from a doctor or a physician can be required after 6 parent/guardian notes*). Tardiness is recorded on the student's transcript, and parents/guardians are notified by phone and mail. In each semester, four (4) instances of unexcused lateness to school will result in Level 1 school detention; eight (8) instances of lateness will result in Level 2 detention; twelve (12) instances will result in Saturday detention. Additional instances of unexcused lateness will result in more severe penalties.

- Since transportation is provided for all students, students who drive to school have the same responsibility to be punctual as any other student. Tardiness or absences which result from the student's driving or being driven to school are not excused and result in disciplinary action.

### **Participation in After-School and Evening Activities**

Students must be in attendance by 10:45 AM on the day of the activity/event in order to participate in a co-curricular or extra-curricular activity/event after school or in the evening.

### **Unexcused Class/School Absences**

The staff of PWHS is committed to providing the finest educational experiences possible to our students, and students are required to be in their assigned classes at all times. Unexcused absence from class is a serious violation of school rules, and for students under the age of 17 years is considered unlawful. All unexcused absences that are not due to suspension are considered class cuts. Students who are absent, and who are seen in and around the school or in the community, have their absences marked unexcused/unlawful.

An unexcused class absence is defined as an unexcused absence of 32 minutes or more from a 64 minute block or the prorated equivalent (50%) in the event of shortened blocks. Each unexcused absence from class is reported in writing to the Dean of Students. The student forfeits the right to make up the work missed during that class period, and the student's grade may be negatively affected due to non-participation in class. Continued unauthorized absences from class may result in denial of credit as stated in the 15% excessive class absence policy. Disciplinary consequences for class cuts are:

- First offense: 2 days of Level 2 Administrative Detention

- Second offense: 2 days of Level 2 Administrative Detention
- Third offense: 1 day of Saturday School
- Additional offenses: suspension from school; revocation of parking privileges; possible referral to the superintendent.

Repeated unexcused absences for students who are 17 and over result in out of school suspension and referral to the Superintendent. Students 17 years of age and older who miss 10 consecutive days of school can be automatically withdrawn from school by the administration.

### **Unlawful Absence/Truancy**

According to Pennsylvania's compulsory attendance law, parents/guardians of children between the ages of beginners and 17 years must ensure that their children attend school, and their failure to attend school is deemed unlawful. The school reminds parents/guardians of legal penalties in warning letters following the first and second unlawful absences. Following the third unlawful absence, the school sends, by certified mail, an official notice of child's third illegal absence and coordinates a school/family conference to discuss the cause of the child's truancy and develop a mutually agreed upon Truancy Elimination Plan. If, after three days following receipt of the first official notice, the child is illegally absent again, the school sends a citation to the magisterial district judge and informs the parent/guardian of this action through certified mail. When unlawfully absent, students forfeit the right to make-up work for a grade and are subject to other disciplinary consequences listed in Unexcused Absences.

In Pennsylvania, parents/guardians of children between the ages of 7 and 17 are required by the compulsory attendance law to ensure that their children attend school, and their failure to attend school is deemed unlawful. After a student is unlawfully absent for three (3) days, the school sends parents/guardians official notice of a first-offense violation. Further unlawful absences will result in a referral to the District Justice who schedules a hearing with the parents/guardians and school personnel to determine the penalties for violation of compulsory attendance laws. Such penalties may include a monetary fine. Students who are unlawfully absent forfeit the right to make-up missed work and are subject to other disciplinary consequences listed in Unexcused Absences.

### **Withdrawal from School**

Any student who is moving, transferring, taking full-time employment, etc. reports to the School Counseling Center to initiate a request for withdrawal. The student is issued a withdrawal sheet on which he/she obtains the parent/guardian signature and the signature of each teacher in whose class he/she is enrolled. Teachers note the student's current grade and indicate if there are any outstanding financial obligations. Completed withdrawal forms are submitted to the Counseling Center.

## **Chapter 6: General School Information**

### **Address Change**

Parents/Guardians should notify the Colonial Central Registration Office (610.834.1670 ext. 2150) and the PWHS Health Office (610.825.1500 ext. 1932) of any change in the home address or home and work telephone numbers. This must also be updated in PowerSchool annually.

### **AHERA - Environmental Control Plan**

The District maintains plans and has programs in place to safely contain, manage and/or remove the relatively small amount of potentially hazardous materials remaining in our schools. In accordance with AHERA guidelines, passed by the federal government in 1986, information pertaining to the inspection and disposition specific to one of these materials is provided in a management plan. A copy of the management plan is available in the custodial office in our school. In addition, a master copy of the management plan for all district schools is available in the Facilities Management Center located at 4118 Franklin Way, Lafayette Hill Pa. Those interested in reviewing the district's management plan should contact the PWHS Custodial Supervisor or the Facilities Management Office.

### **Announcements**

Daily announcements are provided via the Morning Music Show from 7:30-7:35 AM, 2:20 PM, and at the end of Block 3 (prior to Bonus Block) as needed. Building announcements are also visible daily on any of the 28 hall monitor displays.

### **Armed Services**

Federal law requires that schools provide military recruiters with a student directory of names, addresses and phone numbers of all juniors and seniors. This information is used for recruiting purposes and for informing students of scholarship opportunities. Parents/Guardians have the right to request their child's information not be included in this directory. Send a written request to the attention of the PWHS College Counseling office by September 30 in order for your child's name to be deleted from the directory.

### **Arrival at School**

When students arrive on school property, they are expected to report directly into the building and may not leave school property without permission. Students who leave school grounds without permission and return the same day will be subject to a search by administration or school security. Loitering in the parking lot is not permitted.

### **Automobiles & Parking**

Inasmuch as the Board of School Directors provides transportation for all students, students are encouraged to utilize the school bus system. A permit to park on school property is a privilege reserved for juniors and seniors who meet all PWHS' academic and behavioral expectations and have no financial obligations. Qualifying students who participate in Internship and other school-related work experience programs and/or extra-curricular activities are given first priority.

Students must complete a formal parking permit application with the building's Security Office Personnel. Students must submit a copy of their valid driver's license and proof of vehicle registration and insurance.

- Students with permits may park only in the spaces designated for students which are those with white lines in the west and south lots
- Student parking is not permitted in the designated staff parking areas, the inner court, parking areas adjacent to Germantown Pike or surrounding neighborhoods
- Students who park in neighborhoods surrounding PWHS are subject to the PA Motor Vehicle Code Rules and Regulations
- All student vehicles must display a current parking hang tag on rear view mirror. The parking permit fee is \$25.00 annually for the first registered vehicle, and \$5.00 for each additional vehicle. Security will ticket unregistered or improperly parked vehicles at a cost of \$15.00. Failure to pay parking fines will result in the loss of parking privileges
- A student who fails to obey driving regulations or campus security officers has his or her parking privileges suspended
- Following an initial suspension of parking privileges, any further violation may result in forfeiture of parking privileges for the remainder of the school year
- Driving violations may result in filing of charges with the District Justice
- Following an initial suspension, any repetition of truancy, leaving school grounds without permission or other repeated offenses recognized by the Assistant Principal or Dean of Students will result in forfeiture of parking privileges for the remainder of the school year
- Any car that is parked on school property may be towed at the owner's expense in accordance with Colonial School District policy and Title 75 of the Pennsylvania Motor Vehicles Code, Section 3353, Subsection (a)(1), (3)(1)(2(c)). This policy applies to the following infractions: the student has not received a parking permit; the car is not parked in compliance with school or fire marshal regulations; or the student's parking privileges have been suspended or revoked for academic or behavioral reasons
- When reasonable suspicion exists regarding a violation of school policy or criminal code, the school district reserves the right to search any vehicle parked on school district property. The district may conduct a random sweep search of student vehicles on school property
- Since transportation is provided for all students who qualify, students who drive to school have the same responsibility to be punctual as any other student. Tardiness or absences which result from the student's driving or being driven to school are not excused and result in disciplinary action
- The Colonial School District is not liable for damages caused by accident, vandalism, or theft

### **Bags and Backpacks**

School administrators and security officials will search an individual student's bag or backpack when there is reasonable suspicion that the search will turn up contraband or evidence of violation of school policy.

### **Breakfast Program**

The breakfast program is open to all students beginning at 7:00 a.m. and ending promptly at 7:25 a.m. in the Cafeteria. Students are not permitted to loiter in the lobby, but may remain in the cafeteria, after the purchase of food. It is the responsibility of the student to be in first block class on time at 7:35 a.m.

## **Bus Transportation**

Students in walking areas are not eligible and will not receive transportation. Students are expected to get on and off buses at the same assigned stops each morning and afternoon. These stops will generally be set at corners within a reasonable walking distance of students' homes. Students are expected to follow all of the guidelines that are contained in the district's transportation regulations. Unless a student has a year-long approved, alternate bus stop for childcare or a shared custody situation, they must ride the buses to which they are assigned.

### Long-Term Accommodations:

Families of students with defined special needs and/or living along PENNDOT-designated hazardous routes will automatically receive the accommodations required by their special circumstances. Other families seeking other accommodations, that often involve joint custody or day-care arrangements, must submit their requests in writing to the Transportation Department on the district form provided for that purpose. This form may be obtained at the attendance office or on our district website [www.colonialsd.org](http://www.colonialsd.org). Accommodations will not automatically continue from one year to the next. Families must reapply each year. Accommodations will be made only when the request involves a single transition (change) for the student(s) from one service location to another during the week. The district will not honor requests for accommodations that vary day to day or week to week. Requests for accommodations for each new school year must be made by July 1. Requests made after that date will be processed in the order in which they are received. Review and action on late requests will be delayed if the volume of requests is high. Accommodations will be made only if the requested changes are for existing stops in the students' home school attendance area and there is room on the bus for the student(s). Routes will not be altered or extended.

### Temporary Bus Passes:

The assistant principals may approve temporary transportation changes to address emergencies, such as illness in the family, a parent/guardian out of town, etc. by issuing a temporary bus pass for a single day. Passes may not be used to circumvent rules on long-term accommodations. Bus passes will not be issued for dates with friends, scout meetings, music lessons, to work on group projects or similar situations. Requests from parents/guardians for bus passes must be legibly made in writing using the district form provided for that purpose. The application must include the first and last name of the student and the complete address and telephone number of the caregiver. Students within the walking areas will not be issued bus passes. Bus drivers will not accept notes from parents/guardians. Accommodations will be made only if the requested changes are for existing stops in the students' home school attendance area and there is room on the bus for the student(s). Routes will not be altered or extended.

The bus is an extension of the school and as such, all school rules apply. Students are expected to follow all safety procedures. Misconduct that is determined by the bus driver to be detrimental to the safe operation of the bus is considered a violation. Misconduct at a bus stop, which violates the property rights of people who reside at or near the stop, or conduct which is hazardous to other students waiting for the bus, is not permitted. Students reported by the bus driver for misconduct face consequences outlined in the student discipline code. In addition, transportation privileges may be suspended.

### Video and Audio Recording (Bus Cameras)

Each school bus and school vehicle that is equipped with video and audio recording equipment contains a clearly posted notice informing drivers and passengers of the potential for video and audio recording. The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles. The district shall comply with the provisions of federal and state law and regulations regarding student record requirements as applicable to the district's use and disclosure of recordings. Recordings considered part of a student's educational record shall be maintained in accordance with established student record procedures governing access, review and disclosure of student records. Parents/Guardians and students will be informed annually of the policy authorizing video and audio recording on school buses and school vehicles. *(Please refer to page 58 for information on Video Recordings and possible disciplinary action)*

### **BYOD – Bring Your Own Device**

Students are permitted to bring their own electronic devices (cell phones, tablets or laptop computers) to school. Students may utilize these devices in the classroom **AT THE DISCRETION OF THE TEACHER** and/or in technology safe zones which include the hallways during transition in between classes and in the cafeteria. Students agree to utilize the district Wi-Fi network and are not permitted to utilize 3G or personal networks during school hours. Students **MAY NOT** utilize personal devices to make phone calls at any time, in any location, during the school day unless directed otherwise by the teacher, administration or designated staff member.

### Potential of Personal Devices

Students who opt to bring in personal devices will agree to utilize their devices appropriately and for educational purposes only, to enhance and manage their individual learning experiences. Personal devices provide students opportunities to;

- organize and monitor assignments and projects
- manage daily agendas, due dates and set reminders for long-term assignments
- access digital tools/applications for collaboration, sharing and communication
- formulate mathematical and scientific calculations
- document events and record in-class artifacts for reference
- access online textbooks, databases and online resources
- access learning management systems, online courses and class resources
- proofread and self-edit working documents
- conduct meaningful research and take notes
- capture and edit images and video
- participate in surveys and polls for instantaneous analysis
- create digital publications, presentations and portfolios

### Learning and Instruction

Students are not required to bring in personal devices to school, as will remain the case as PWHS implements BYOD. All students will continue to be able to utilize PWHS equipment when appropriate as NO student will be left out of the instructional process. Devices may be utilized during class time at the discretion of the classroom teacher **ONLY**. Teachers are not required to implement personal devices into instruction. Students who do not follow the discretion of the classroom teacher will be subject to disciplinary action.

- 1<sup>st</sup> Violation: Confiscation of device until the end of the day, administrative warning
- 2<sup>nd</sup> Violation: Confiscation of the device, mandatory parent/guardian meeting to retrieve the device, and a Saturday detention will be assigned
- 3<sup>rd</sup> Violation: Confiscation of the device, mandatory parent/guardian meeting to retrieve the device, and a 1 day OSS will be assigned

It should be recognized that BYOD at Plymouth Whitemarsh High School is a privilege for students, not a right. As mentioned above, students will be required to follow all classroom procedures and the student code of conduct, or forfeit this privilege and be subject to additional disciplinary consequences as listed in Chapter 8 and Appendix C. Student devices may be collected by building administration during disciplinary investigation and/or actions.

### **Cafeteria Regulations**

Respectful and courteous behavior toward staff and other students is mandatory. The following procedures are required for our cafeteria to operate efficiently:

- Students are assigned to A, B or C Lunch in accordance with when their 4<sup>th</sup> block teacher is assigned lunch. There are no exceptions. Students are permitted in the cafeteria during assigned lunch only.
- Students are to eat in the cafeteria with the exception of students who obtain a pass to work with a teacher during their lunch. Privilege to eat and drink in a supervised classroom will be at the discretion of the teacher. Food, snacks, and beverages may not be taken out of the cafeteria without authorization.
- Picnicking and having lunch outside of the building is prohibited for students at Plymouth Whitemarsh High School.
- Students must remain on campus during their lunch period and are not permitted to order food from outside vendors for delivery to campus.
- Students must remain in the cafeteria until the end of the lunch period or until dismissed by administration/security. Students may not loiter in restrooms or areas adjacent to the cafeteria.
- Students are responsible for disposing of trash in the trash containers.
- Due to the potential for injury to other students, fighting or other disturbances in the cafeteria will result in 3 days of out of school suspension and a citation for disorderly conduct issued by the local police.

### **Closed Campus**

PWHS has a closed school day. Students are not permitted on the student parking lot between 7:35 and 2:20 unless approval for early dismissal is received from the assistant principal or they are participating in an approved off campus educational program. Students who fail to comply are subject to disciplinary action. Students who leave school grounds without permission and return the same day will be subject to a search by administration or school security.

### **Credit Union Student-Operated Branch**

TruMark Financial Credit Union partners with PWHS to run a student-operated credit union branch in the school. This is a full service financial institution where students, faculty, and staff can deposit funds, open savings and checking accounts, and apply for loans. Hours of operation are Tuesdays and Thursdays from 11:00 a.m. to 1:00 p.m. The student-operated branch, an extension of the credit union's financial literacy program, provides students with real-life personal finance skills, job training, and increased opportunities for financial education.



### **Daily Schedule (Red and Blue Days)**

MUSIC, AVID, ELL (MAE) schedules alternate during Block 2 daily throughout the year and are designated as Red and Blue days.

- 9th and 10th Grade MAE courses meet on **RED** days
- 11th and 12th Grade MAE courses meet on **BLUE** days

Academic/Honors core courses alternate with MUSIC, AVID and ELL classes and will meet on the alternating day. In the event school is canceled, students will resume the missed scheduled Red/Blue day upon return. Red and Blue day schedules are posted weekly on the digital hall monitors and in the student Google Classroom page.

### **Emergency School Closing**

In the event that schools must be closed because of an emergency such as bad weather, an announcement of school closing is made via the districts communication portal by phone and email. The message is also posted on the school website.. If no announcement is made, assume school is in session. Students should not drive to school on those days for which snow and/or sleet are predicted. Students who risk driving on such days will not be excused before the entire student body is dismissed and will be permitted to leave their cars at school and take district transportation home instead of driving in dangerous conditions. The district's school closing number is 305.

### **Financial Obligations**

Students are assessed for obligations, which include money owed for damaged or lost books, for equipment and materials that have not been returned, for the willful destruction of school property, parking fines, cafeteria fees, state mandated health physicals and other miscellaneous fees. If the material(s) cannot be found, students will be assessed the full cost of the material. Failure to clear obligations will result in exclusion from activities, denial of parking privileges. Obligations may be cleared or inquired about in the administrative offices.

### **Fire Drill**

The sounding of the fire drill bell is the fire alarm signal. Fire drill instructions posted in each room are thoroughly explained by the teacher in charge, and the students are required to familiarize themselves with the fire drill regulations for each room they occupy. All pupils are expected to follow these general regulations:

- It is mandatory for all persons to exit the building in a quiet, orderly fashion
- All room windows and doors are closed and the lights are turned off
- Students follow the directions of all staff members without question
- Upon leaving the building, each class moves to the area designated by its teacher and remains there until the return to the building is announced

### **Free and Reduced Breakfast and Lunch Programs**

Families may qualify for free or reduced price school breakfast and lunch. Applications are provided at the beginning of each school year.

### **Hall Pass System**

Students must obtain a hall pass from the teacher, administrator or staff member to be excused from any class or assigned location. Students in the hall at any time may be asked to present a pass upon request of a school staff member or be subject to disciplinary action.

## **Identification Badges**

While on campus, all students are required to have their school issued ID badges on them at all times from 7:30-2:20 each day. Administration, faculty, and visitors to PWHS will also be required to carry ID badges for safety and security purposes.

ID badges will be provided to all students in the beginning of the school year and will be used to identify PWHS students. ID badges are required to access the library-media center, and to attend school sponsored events such as dances, games, fundraisers and spirit week.

Staff members may check for a student ID to visibly display their ID at any time during the school day while on campus. Students who need to replace their ID badges must purchase a replacement in the administrative offices.

- 1<sup>st</sup> Replacement: \$5.00
- 2<sup>nd</sup> Replacement: \$10.00
- 3<sup>rd</sup> Replacement: \$15.00

## **Insurance**

At the beginning of each year, PWHS students may purchase insurance to cover bodily injuries (accidental in nature) while attending school during the hours and on days when school is in session. Accidents that may occur while traveling directly between home and school for the purpose of attending or returning from regularly scheduled classes are covered. Students participating in athletic activities are advised to have private health insurance. All insurance claims are processed through the school nurse's office.

## **Lockers**

Lockers are assigned to or otherwise made available to students as a convenience for the safe storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities and to and from school. Such lockers are and shall remain the property of the school district, and to the extent students have any expectation of privacy of lockers at all, it is very limited.

No student may place or keep in a locker any substance or object that is prohibited by law, Board policy or school rules, or that constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Students are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing which may attract pests, create odors or cause unhealthy conditions. A student locker may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter.

Students are exclusively responsible for locking their assigned lockers to ensure the security of their personal belongings and school property entrusted to them. Students are permitted to secure their assigned lockers only with locks provided by the district, or if the district does not provide locks, personal combination locks for which the combination has been provided to designated school staff.

Prior to an individual locker search or inspection, the student to whom the locker is assigned shall be notified and be given a reasonable opportunity to be present. However, when there is a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior notice to the student.

The principal or a designated staff person shall be present whenever a student locker is inspected for cleanliness or is searched. The principal or designee shall maintain written records of all occasions when a locker is searched or inspected. Such records shall include the reason(s) for the search, persons present, objects found and their disposition

### **Lost and Found**

Lost and found articles are to be turned in to the Security Office and may be claimed by the owner with proper identification. After a reasonable amount of time, unclaimed items are disposed of. Lost books are returned to the appropriate department.

### **Lab Fees (Elective Courses of Study)**

Lab fees, for materials designated as consumable resources, are applicable for elective courses of study only. Lab fees are determined by the department and defined in the class syllabus. Fees may not exceed \$15.00 per student, per course.

### **Pledge of Allegiance**

Students are expected to recite the Pledge of Allegiance at the beginning of school, during announcements each day. Students may decline to recite the pledge, but must be respectful of the process for other students. Students traveling in the hallways during the Pledge of Allegiance are expected to stop and stand still demonstrating respect.

### **Posting of Information**

Only school sponsored events are permitted to be posted. Students wishing to post information relating to school events in the building must first have the written or stamped approval of the building principal. Approved information will be submitted to be posted **digitally** on monitors throughout the building only.

### **Residency/Guardianship**

Students must live in Colonial School District in order to be enrolled in PWHS. The district is required by state law to verify residency of all students. Families who lease or rent property in the district or whomever accepts guardianship for a student must keep a current lease or guardianship affidavit on file at the student's school. Parents/guardians are also required to keep the school informed of any change in a child's residency. If parents/guardians have any questions concerning Colonial School District residency requirements, they should contact the building principal or the District Residency Investigator at 610.834.1670 ext. 2150.

### **School Office Hours**

The main office of PWHS is open from 7:00 a.m. to 3:00 p.m. Summer hours are 7 a.m. to 2:30 p.m., Monday through Thursday and 7 a.m. to 11:30 a.m. on Friday.

## **School Store**

A school store is located in the main lobby and is open daily during lunch periods. The store carries school supplies, PWHs clothing and novelty items. Suggestions for improvement should be submitted to the School Store Sponsor or Activities Office.

## **Student School Publicity**

Photos and videotape footage and personal interviews with Colonial students who are involved in various school-related activities are often used as part of the district's community relations efforts (e.g., district publications, CITV programs and on the district's Website). If you do not want photos, videotape footage or interviews featuring your child used in district publications, CITV programming or on the Website, please indicate such on the form forwarded to you during the district mailing at the opening of the school year. Be advised that your negative response on this form prevents intentional use of your child's photo or videotape footage. In situations in which large groups of people are participating, it may be impossible not to photograph or videotape certain students and therefore we cannot prevent the use of photos or videotape footage that unintentionally includes your child.

## **Supervision and Transportation after School Hours**

Students are encouraged to remain after school to complete assignments, get help from a teacher, go to the library or participate in school activities. Activity buses are provided for students at 4:15 p.m. on Tuesday, Wednesday, and Thursday and at 5:30 p.m. every day. As a school-wide initiative to reduce costs, students utilizing the Activity buses are required to sign-up during lunch. Sign-up is required each day a student will ride the 4:15 p.m. bus. The 4:15 p.m. bus will be cancelled on days the sign-up sheets are blank. At no time, including early dismissals, should students be loitering in the building.

## **Technology, Acceptable Use**

It is the policy of the Colonial School District that its computers, networks, internet, electronic communications and information systems must be used for education-related purposes only. Student use of CSD information technology systems for any other purpose may result in the cancellation of the privilege to use the network(s) and equipment of the district, and may also result in disciplinary consequences.

The Colonial School District works to ensure student safety as all access to the internet is filtered to screen out inappropriate websites, chat rooms and non-educational related media. Filtering of internet access within the Colonial School District meets the requirements of the federal regulations as defined in the;

1. The Children's Internet Protection Act (CIPA) which requires libraries and schools to install filters on their Internet computers to retain federal funding and discounts for computers and computer access.
2. The Child Online Protection Act (COPA) which prohibits the transmission of any material over the Internet deemed "harmful to minors" if the communication was made for a commercial purpose.

Additionally, parents/guardians have the right to deny individual internet access for their children by indicating this request in writing. The form mailed by the district at the beginning of the year to each family must be signed and returned to the district community relations office to the attention of Mr. David Sherman.

The entire text of CSD Board Policy related to Electronic Devices (#237), Acceptable Use of Internet and School Computer Network (#815) and Use of Electronic Communications (#815.1) is available on the School district website. Additional information in Chapter 6 specifically refers to the Bring Your Own Device (BYOD) expectations for students.

### **Technology/Student Data**

The Colonial School District uses individual student data for state and federal reporting purposes in accordance with state and federal laws, including the federal No Child Left Behind Act, state assessments, state aid, special education and program participation as well as to satisfy other data requests needed for managing the district instructional programs.

The Superintendent or designee has the authority to establish a system that maintains data in accordance with FERPA and other relevant state and federal laws. Procedures used to ensure the confidentiality of student information and data have been implemented by the Colonial School District. The process does not expand or in any way change the allowable uses by staff or the availability of student data to any other educator or member of the public.

Any unauthorized review, use, disclosure, or distribution is prohibited. If you have access to any data other than your own; please contact the building administration.

### **Work Permit**

Work permits are issued in the PWHS Main Office during regular office hours for students residing in the Colonial School District.

## Chapter 7: Health & Medical Information

*The PWHS Health Office is open daily from 7:15 a.m. to 2:40 p.m. The office will be closed from 12:30 – 1:00 p.m. for lunch at which time the nurse will be available for emergencies only.*

### **Adapted Physical Education**

Any student who is not physically qualified to take physical education must have a form completed by his/her family physician and returned to the school nurse. Adapted physical education classes are available for students with documented need for them.

### **Asthma Inhalers**

The following procedures enable a student to possess and use an asthma inhaler during school. The Medication Dispensing Form, signed by a physician and a parent, must be on file with the school nurse. The nurse must verify the student's ability to self-administer the inhaler. The nurse explains Asthma Watch to the asthmatic student. Coaches, trainers and physical education teachers are aware of this procedure. Following emergency use of the inhaler, a student must report to the school nurse for follow-up.

### **Audiometer Testing**

Audiometer testing is administered to students in grade 11.

### **Elevator Keys**

Elevator keys are available in the nurse's office for students with documented need.

### **Emergency Forms**

Emergency forms are accessible online. Parents/guardians are asked to update these annually. For the health and safety of the student, it is imperative that this information is updated and on file.

### **Homebound Instruction**

Students who are unable to attend school and who anticipate confinement to their homes because of illness or injury for a period of ten school days or more, apply for homebound instruction through the School Counseling Center. To initiate this procedure, parents/guardians submit a letter from a medical doctor stating the need for homebound instruction.

### **Illness and Injury**

A student who becomes ill during the day reports immediately to the school nurse. Students requesting to see the nurse from class and between classes use a medical pass which can be obtained from the classroom teacher or the cafeteria supervisor. Hall passes are not acceptable. **Students who are ill are not to report to any other place in the school and are not to call home to request that a parent/guardian pick them up.** If necessary, the school nurse notifies parents/guardians who must arrange for transportation to the home. Parents/Guardians must report to the nurse's office to pick up a student. If a student leaves school without following this procedure, he or she is subject to the penalty for unexcused class absence.

## **Insect Sting Emergency Kits**

Any student allergic to insect stings must have medication or an emergency kit in the nurse's office at the beginning of the term. A Medication form must be completed and signed by the family physician and on file with the school nurse.

## **Medication**

The Pennsylvania Guidelines regarding medications at school have recently changed. To comply with the state regulations, the following changes have been made to the Colonial School District Medication Policy.

- Students are **not allowed** to transport any medication, either over-the counter or prescription, to or from school. (With a properly completed Medication Dispensing form and parent/guardian permission, students may be authorized by the school nurse and principal to carry insulin and to administer it in a designated location in the school.) A **parent or guardian** must deliver the medication to the school nursing office personally. A **parent or guardian** must also personally pick up all medications from school once the medication is discontinued, or at the end of the school year.
- Any medication that a parent/guardian delivers to school, either over the counter or prescription, requires the **Medication Dispensing Form to be signed by both a parent/guardian AND the attending physician.**
- The prohibition against possession and use of medication in school also includes, but is not limited to, dietary supplements such as vitamins, caffeine pills, energy pills, and training supplements.

Please attempt to give any necessary medication at home. Some over-the counter medications are kept on hand in the school nursing office. Parents/guardians may indicate the over-the-counter medications for which they give permission on the yearly Student Emergency Form. Students who do not comply with these changes may be subject to disciplinary action.

## **Physical Education Exemptions (Excused from Class)**

Parents/Guardians who wish to excuse their sons or daughters from physical education classes must provide a written statement for the physical education teacher. The nurse cannot write excuses for physical education classes.

## **Physical Examinations**

It is a state mandate that all 11th graders have a physical examination including hearing and vision tests. It is preferred that students have this examination performed by their family physicians. Private Report of Physical Examination forms are mailed to parents/guardians at the end of the 10<sup>th</sup> grade year in the final report card.

Completed forms are due in the nurse's office by the first day of school. Any student who has not returned the form will be given the opportunity to have an examination performed by the school physician. In this case written parental permission is required and a health history form must be completed and submitted by the parent/guardian.

Students are obligated to report for their physicals as scheduled since the school physician is available on a limited basis. Any student who fails to report is subject to disciplinary action. If a physical concern is detected in an examination, parents/guardians are notified. A student is excused from regular or special examinations on presentation of written evidence to the school administration that such examinations are contrary to religious beliefs of the parent/guardian.

**Sports Physicals**

**Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE)**

See Chapter 4. Athletics



## Chapter 8: Student Conduct

Students have rights which include the right to an education, the right to due process, the right to express an opinion, the right to be free from discrimination, the right to be treated with dignity by other members of the school community and the right to contribute to the educational program. Such rights, however, are not without their accompanying responsibilities. The PA School Code authorizes the board of school directors to adopt and enforce rules and regulations regarding the conduct of pupils during such time as they are under the supervision of the board of school directors and teachers, including the time necessarily spent in coming to and returning from school. According to Chapter 12 of The PA State Board Regulations, students' responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education of his or her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner. Finally, it is the responsibility of the students to conform to the following:

- Be aware of all rules and regulations for student behavior and conduct themselves in accord with them
- Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property
- Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes
- Assist the school staff in operating a safe school for all students enrolled therein
- Comply with Commonwealth and local laws
- Exercise proper care when using public facilities and equipment
- Attend school daily and be on time at all classes and other school functions
- Make up work when absent from school
- Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities
- Report accurately and not use indecent or obscene language in student newspapers or publications

### Code of Student Conduct

A summary of the Colonial School District Code of Conduct is included in Appendix C. Some of the major rules are as follows:

**Abuse/Bullying/Harassment:** Students are prohibited from engaging in violent, aggressive or abusive behavior, physically abusing an individual, or harassment of an individual, including sexual harassment through conduct or communications. Students are prohibited from intimidation or bullying, including physical or verbal behavior. Students may complete a bullying/cyberbullying or discrimination harassment reporting form (see appendix D).

### BYOD – Bring Your Own Device

Students are permitted to bring in electronic devices provided they adhere to the established guidelines. Electronic devices include but are not limited to the following; cell phones, smart phones, MP3 players/iPods, tablets/iPads, and laptop computers. Students may utilize these devices in the classroom **AT THE DISCRETION OF THE TEACHER** and/or in technology safe zones which include the hallways during transition in between classes and in the cafeteria. Students agree to utilize the district Wi-Fi network and are not permitted to utilize 3G or personal networks during school hours. Students **MAY NOT** utilize personal devices to make phone calls at any time during the school day unless directed otherwise by the teacher, administration or designated staff member. (See Chapter 6 for more information.)

Students are not required to bring in personal devices to school, as will remain the case as PWHS implements BYOD. All students will continue to be able to utilize PWHS equipment when appropriate as NO student will be left out of the instructional process.

Devices may be utilized during class time at the discretion of the classroom teacher **ONLY**. Teachers are not required to implement personal devices into instruction. Students who do not follow the discretion of the classroom teacher will be subject to disciplinary action.

- 1<sup>st</sup> Violation: Confiscation of device until the end of the school day, admin warning
- 2<sup>nd</sup> Violation: Confiscation of the device, mandatory parent/guardian meeting to retrieve the device, and a Saturday detention will be assigned
- 3<sup>rd</sup> Violation: Confiscation of the device, mandatory parent/guardian to retrieve the device, and a 1 day OSS will be assigned

It should be recognized that BYOD at Plymouth Whitmarsh High School is a privilege for students, not a right. Students will be required to follow all classroom procedures and the student code of conduct, or forfeit this privilege and be subject to additional disciplinary consequences as listed in here in Chapter 8 and Appendix D.

### Closed Campus

PWHS has a closed school day. Students are not permitted on the student parking lot between 7:35 and 2:20 unless approval for early dismissal is received from the assistant principal or they are participating in an approved off campus educational program. Students who fail to comply are subject to disciplinary action. Students who leave school grounds without permission and return the same day will be subject to a search by administration or school security.

Defacement/Destruction/Theft of School Property: Students are prohibited from littering, defacing school property, causing or attempting to cause willful destruction of school or private property, vandalism or attempted vandalism, theft or attempted theft of school or private property on school grounds.

Dishonesty: All forms of dishonesty, including cheating, plagiarism, knowingly furnishing false information to school authorities, forgery, and alteration or use of school documents with intent to defraud is prohibited.

Drug & Alcohol Use at School: See Appendix B; Controlled Substances..

**False Alarms/Bomb Threat:** The Crimes Code of Pennsylvania states that “a person who knowingly causes a false alarm of fire or other emergency to be transmitted to or within any organization, official or volunteer, for dealing with emergencies involving danger to life or property commits a misdemeanor of the first degree.” Therefore, a student who initiates a false fire alarm or a false ‘911’ call is subject to the Code of Student Conduct and Discipline under Level Four.

**Fighting/Physical Force:** The school has a compelling interest in maintaining a safe, orderly environment which is supportive of its educational purpose. Students who engage in fighting and/or acts of physical force, face an immediate and firm disciplinary response by the administration. Students identified for fighting are suspended from school for a minimum of three days and cited for disorderly conduct through civil authorities. If disorderly conduct is proven, the student will be fined. If necessary, the student’s parents are notified to remove the student from school immediately.

**Fire/Explosion:** Students are prohibited from carrying or possessing explosives, or from intentionally starting a fire or causing an explosion and thereby recklessly placing a person in danger of death or bodily harm, or intentionally frightening persons, or with the intention to destroy or damage property.

**Food/Beverages:** Students are prohibited from consuming food or beverages outside of the cafeteria or from taking food or beverages from the cafeteria.

**Gambling/Lewd Behavior:** Students are prohibited from gambling, the use of profanity, or the perpetration of immoral acts or indecent behavior on school property.

**Insolence/Disrespect/Insubordination/Defiance:** Students are prohibited from showing insolence, disrespect, insubordination or defiance to a member of the faculty, staff or other school district employee, guest of the school, or other persons with whom the student has contact in connection with a school-related event.

**Lateness to school and/or class:** Lateness to school is covered in Chapter 5, Attendance. Students who are late to class will be subject to the following disciplinary action;

- 1<sup>st</sup> and 2<sup>nd</sup> Lateness to class: Warning from classroom teacher
- 3<sup>rd</sup> Lateness to class: Teacher detention
- 4<sup>th</sup> Lateness to Class: Disciplinary referral and an assigned Level 1 detention  
(*Additional lateness to class: Disciplinary referral and a Level 2 detention*)

**Leaving School Grounds:** Students are not permitted to leave school grounds during the school day, without administrative approval. Students who leave school grounds without permission and return the same day will be subject to a search by administration or school security.

**Loitering:** Students are prohibited from loitering in the restrooms, halls or stairwells at any time during the school day, including Bonus Block and lunch periods. Students are also prohibited from loitering in the building after school hours.

Public Displays of Affection: Students are not permitted to engage in public displays of affection at school or school-related functions.

Slurs: Students are prohibited from making slurs or other such comments that are insulting, disparaging or derogatory, whether made directly or by innuendo, regarding a person's race, ethnic origin, religion, gender or sexual orientation.

Tobacco Possession and Use: The Colonial School District, in accordance with Whitemarsh Township ordinances and Pennsylvania State Law, Act 128 of 2000, prohibits the use of tobacco on school property and on school buses. All persons, including students, employees and visitors are prohibited from using tobacco in any form in school buildings, on school vehicles and on school property. The prohibition against student tobacco use includes possession of tobacco in any form. The prohibition includes a lighted or unlighted cigarette, cigar, pipe electronic smoking device such as vape-pens e-hookahs and e-cigars) or other smoking product or materials and smokeless tobacco in any form. This prohibition applies to all buses, vans, and other vehicles owned by, leased by or under the control of the school district and further extends to all school buildings, stadiums, bleachers or any other form of property owned by, leased by or under the control of the school district. The school district further governs the use of tobacco at school-sponsored events that are held off school property. For the first violation of this policy, the student is suspended for two days (Possession) or three days(Use) and a citation is sent to the District Justice. For repeat offenses, the suspension may be increased.

Threats: Students are prohibited from engaging in conduct constituting a terroristic threat or act.

Unexcused Absence: Students are expected to attend class and to report on time. Failure to do so will result in the assignment of school detention and possible suspension. Students who fail to sign in to the attendance office when arriving late to school will be assigned to detention.

Weapons: Students are strictly prohibited from possessing a weapon or replica of a weapon on any school property, any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity, and/or within a school zone. According to state law, any student violating the district weapons policy shall be expelled from school for not less than one (1) year. See Appendix E.

### **Cooperation between School Officials and Police**

School administrators work cooperatively with the local police force in a variety of circumstances. In normal situations the parent/guardian will be contacted by the principal/designee via telephone when a police officer will be interacting with the student during the school day, and the principal/designee will be present during all interviews. In emergency situations when police must be in contact with a student prior to parent/guardian notification, the principal/designee will make contact with the parent/guardian as soon as possible.

## **Discipline and the College Admission Process**

Many applications for admission ask the student to self disclose disciplinary history that occurred prior to the application or at any point in the application process. It is expected that students be honest in completing these questions. An application, once signed, signifies that all of the information is accurate and reported honestly. On some applications, counselors are also asked to disclose disciplinary history. Plymouth Whitemarsh as a member of the National Association for College Admission Counseling follows the guidelines of reporting disciplinary actions, if requested, on the school Report Form. Counselors are expected to report updates if changes occur in academic and/or disciplinary affairs.

## **Disciplinary Consequences for Student Misconduct**

The Colonial School District's Code of Student Behavior and Discipline is comprised of several forms of discipline for student misconduct:

Direct contact with student and parent/guardian: Contact with the home is frequently the most helpful response to an offense. A written warning or reprimand to a student and parents/guardians is an appropriate approach. Where it is deemed appropriate, school counselors and other school personnel or outside social agencies are called in for help in this procedure.

Detention: Detention is time a student is required to spend in school, beyond the regular school day, for disciplinary reasons. Teachers may assign a student detention for violation of a classroom rule to be served in the teacher's classroom; the amount of time is determined by the teacher. A student who fails to report for teacher detention is referred to the assistant principal for further disciplinary action.

For violation of school rules, students may be assigned by principals to the school detention program. When assigned to any type of detention students are expected to bring school work to complete while in detention. Talking and sleeping are not tolerated. Students may not bring radios, disc players, food or beverages to detention. If a student reports late to or misbehaves, he or she is dismissed and assigned to the next level of detention. Students absent on the assigned day are automatically re-assigned for the next available school day. Students are not allowed to participate in any extracurricular or co-curricular activities on the day of the detention.

School Detention, Level 1: Students are assigned to the detention location from 2:30 until 4:10, at which time they may board the 4:15 activity bus.

### School Detention, Level 2:

A student is assigned to the detention location from 2:30 until 5:15 p.m. at which time they may board the 5:30 activity bus.

Saturday School Detention: This is an effort to modify behavior without suspension from school. With those students for whom after-school detention has proven to be ineffective, students will be assigned to Saturday detention and report to the designated area at the high school by 8:00 a.m. They remain under the supervision of a staff member until 11:00 a.m.

Students are responsible for securing their own transportation. All other rules pertaining to school detention also apply to Saturday detention.

Loss of Privileges: School privileges may be withdrawn for a designated period of time. These may involve removal from extracurricular activities (both athletic and non-athletic) and school social events as well as other functions. See Appendix A.

Restitution: Students who deface, willfully destroy, vandalize or steal school property will be required to provide restitution for damages and/or non-recovered stolen property including the current replacement cost of said property and cost of labor incurred in the repair and/or replacement of such. The parent/guardian may be held liable for any and all damages to school property and/or any and all non-recovered stolen property for which the student himself/herself does not provide restitution. When restitution is not appropriate or feasible, students may be given the opportunity to provide service to the school.

Out of School Suspension: Suspension is the exclusion of a student from school and all school-related activities and functions for a period of 1 to 10 days. When the suspension is 3 days or less, the student is given an opportunity to respond to the reasons for the suspension, unless it is clear that the health, safety or welfare of the school community is threatened. The parent/guardian is immediately informed of the suspension by telephone with a subsequent written suspension notice. During the period of suspension, a student is not permitted to participate in any instructional or activity program of the school. A suspended student is not permitted to be on school grounds, in school buildings, or at any school sponsored affairs, events, or activities. The student has the right to make up any work missed during the suspension period. The student requests assignments from his or her teachers prior to the suspension. If it is possible to do so, the teacher supplies assignments at this time. Upon return to school, it is the student's responsibility to schedule a meeting with the teacher to determine what additional work has been missed and to make it up in the allotted period of time.

Suspension for 4 to 10 days: When a student is suspended for more than 3 days, an informal hearing is offered to enable the student to meet with the appropriate school official to explain the circumstances surrounding the suspension event or to show why the student should not be suspended. The informal hearing is meant to encourage the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided.

The following **due process requirements** are observed for informal hearings.

- Written notice of reasons for the suspension is given to the parents/guardians and students.
- Sufficient notice of the time and place of the hearing is given.
- A student has the right to question any witnesses present at the hearing.
- The student has the right to speak and produce witnesses on his/her own behalf.
- The school offers to hold the hearing within the first 5 days of the suspension.

Expulsion: Expulsion by the school board is the exclusion of a student from school for a period of more than 10 consecutive days. Expulsion may be permanent. It is a very serious step for the most serious offense and is implemented with strict adherence to the requirements of due process contained in Chapter 12 of PA State Board Regulations.

**Referral to Police:** If an offense is of a serious nature, the school has the authority to refer the matter to the police. Referral to the police for legal charges occurs for possession of narcotics or alcohol, underage drinking, disorderly conduct, theft, assault, weapons possession and other serious offenses.

**Intervention with Chronic Offenders:** Any student who has been suspended from school more than 3 times within the same school year, and whose behavior has not been modified by standard disciplinary intervention, may be referred to the superintendent and the Board of School Directors for possible expulsion.

### **Dress Guidelines**

PWHS, as a center of learning, shall provide for the development of habits and attitudes conducive to acceptable wearing apparel, and good grooming. Personal appearance should not disrupt the educational process or endanger the health or safety of students. For reasons of safety, students may be required to wear specific types of clothing for physical education and while participating in labs, extra-curricular activities or other situations where special attire may be required. Students in violation of the following rules will be expected to correct their appearance immediately or will be dismissed from school following parent notification. Repeat violations will result in disciplinary action.

### **General**

- Clothing is prohibited which makes reference to controlled substances (alcohol, controlled substances, etc.) profanity, sexuality, suicide, tobacco, violence and weapons
- Outer garments (such as jackets, coats, etc.) may not be worn or carried in school
- Shoes must be worn at all times
- Sunglasses may not be worn in the building
- Full head coverings, including hats and/or hoods may not be worn in the building except for health, religious, or school sponsored spirit days. If such reasons exist, the student must meet with the appropriate assistant principal or dean of students to explain the need

### **Clothing Specifics**

- Low cut and low-riding pants or pants with holes, any of which expose the midriff area or undergarments, are prohibited
- Skirts and shorts are to be longer than mid-thigh in length
- Pajama bottoms and boxers are not permitted
- Sleeveless tops which cover to the edge of the shoulder are permitted
- Any top which is low cut or exposes the midriff, chest, shoulders, undergarments or back are prohibited
- Muscle shirts, tube tops, spaghetti strap tops are not permitted

### **Freedom of Expression/Postings in School**

Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity or interferes with another individual's rights. Students wishing to post information relating to school events in the building must have the written/stamped approval of the building principal. Information will be posted on digital monitors throughout the building.

## **Hazing**

Students are prohibited from organizing, soliciting, aiding, or participating in any type of hazing for any class, school-sponsored club, activity or athletic team. Hazing is any intentional knowing or reckless act directed against a student for the purpose of being initiated into, affiliation with, holding office/maintaining membership in any class, school-sponsored club, activity, or athletic team. Hazing is any activity expected of someone joining or belonging to a group that humiliates, degrades, abuses, or endangers, regardless of the person's willingness to participate. Students are required to report any known or suspected form of hazing to a principal immediately. Disciplinary action including, but not limited to permanent removal from the class, club, activity, or athletic team, may be taken against students who organize, participate in, and/or fail to report hazing in any way.

## **Reasonable Physical Force & Corporal Punishment**

Corporal punishment is prohibited in the Colonial School District. Staff members may use physical force under the following circumstances which are not considered as corporal punishment, with further qualification that the force used should not be extreme, excessive or unreasonable in type or purpose:

- to quell a disturbance or for the purpose of self-defense,
- to obtain possession of weapons or other dangerous objects,
- for the protection of persons and property, or for restraint of a student.

## **Searches**

The Board acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the district's interest in protecting and preserving the health, safety and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.

### Authority

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

The district has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.

### Delegation of Responsibility

The Board authorizes the administration to conduct searches of students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions in accordance with the standards set forth in this policy.



## **Search Guidelines**

### **Individualized Suspicion Searches**

In determining whether reasonable suspicion exists, the principal or designee always should be able to articulate what is being looked for, and why it is thought to be located in the particular place to be searched. The scope of a search should be limited to the place or places the item sought is believed to be.

Examination by school staff of text messages, call logs, files, images or other data contained in a student's mobile telephone or other electronic device, without the student's consent, normally constitutes a search that must be justified by reasonable suspicion that material in violation of law, district policy or school rules, or evidence of such a violation, is contained in the particular files, directories or other data locations being examined in the device.

### **Random or General Searches Without Individualized Suspicion**

Under certain circumstances, random or general searches of students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities, in the absence of suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology. When such screening methods provide a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, screening may be followed by physical searches of those particular students, items or places on an individualized basis.

Random or general searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior incident, in or out of school, which threatens to spill over into school, into a school-sponsored activity, or into other times and places that students are under school supervision.

Random or general searches for controlled substances may be conducted when there are circumstances, events or information tending to indicate significant controlled substance use, possession or trafficking among students in school.

Random or general searches not based on individualized suspicion must be approved in advance by the Superintendent or designee, in consultation with the district solicitor. Coordination with law enforcement officials will be accomplished as provided in the memorandum of understanding with the applicable law enforcement agency.

### **Searches Upon Consent**

Searches may be conducted at any time, with or without reasonable suspicion, if the student has given knowing and voluntary consent specific to the place to be searched. The administration may establish rules and procedures governing certain privileges enjoyed by students, such as the privilege of parking a vehicle on school grounds, that make the student's consent to random.

### Searches by or at the Request of Law Enforcement Officials

The legal standards governing searches initiated by school officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of students, student belongings, vehicles or lockers are conducted by or at the request of law enforcement officials, with or without the involvement of school staff, the law enforcement officials are solely responsible for ensuring that a warrant has been issued or that the circumstances otherwise permit the search to be lawfully conducted in accordance with the standards applicable to law enforcement actions. School staff will not interfere with or obstruct searches initiated by law enforcement, but may assist when law enforcement officials have requested such assistance and have represented that a warrant has been issued or that they otherwise have proper authority for a lawful search.

*\*See District Policy #226 for additional information*

### **Video Recording for Possible Disciplinary Actions**

School personnel are authorized to use video recordings, without sound, of students for possible disciplinary action. Use of video recordings for possible disciplinary action is authorized in school buildings, on school property, off school property while students are going to and from school, and in vehicles either owned or leased by the district for purposes of transporting students to and from school and/or other school related activities. Such video recordings may be used for purposes of displaying the conduct to the student in question, displaying conduct of the student in question to the student's parents or legal guardian, displaying the conduct of the student in question to the school administration and/or police authorities, and displaying the conduct of the student in question at hearings dealing with charges filed against the student concerning the conduct shown in the video recordings.

Video recordings involving possible disciplinary action shall be destroyed after their use for the purpose for which the recording was made, but no later than the end of the school year unless needed by local law enforcement authorities and/or school administrators for use at hearings. Under those conditions, the video recordings may be maintained until such time as the proceedings are terminated and hearings and any appeals therefrom are concluded. *(See page 34 for Bus Video/Audio)*

## Chapter 9: Student Support Services

### **Accommodations for Students with Physical Impairment**

Special arrangements can be made for a student with a physical injury or condition that impairs mobility. The student may obtain an elevator key in the health office. Classmates will be recruited to help carry books from class to class, and teachers are alerted that the student may be arriving to class late or may need to leave class early to travel safely to the next class. To plan arrangements, contact the school nurse or school counselor.

### **Alternative Education**

The PW ACADEMY is an on-campus alternative education placement that meets the educational and social/behavioral needs of the non-traditional learner by combining online coursework and web-based tutorial programming with in-person instructional assistance and emotional support within the framework of a flexible and individualized schedule and program. Students are provided with coursework and academic assistance to fulfill needed graduation requirements, participate in individual or group counseling, and receive individualized and flexible program planning that could include vocational and/or job training. Only Colonial School District secondary students are enrolled in this program.

As alternative education placement is dependent upon the individual needs of each student, additional off-site alternative school options are available to Plymouth Whitmarsh High School students in other locations throughout the region.

### **CARE Team**

Colonial Assistance and Referral Effort (CARE) is an intervention and referral team of school personnel who provide students and families with assistance in dealing with any type of concern that interferes with a student's learning and school performance. The CARE Team provides outreach, support, and drug/alcohol or mental health aftercare services within the school setting and serves as a liaison to community treatment providers. Students may refer themselves to the CARE Team through any faculty member. Teachers, parents and students may also make referrals to the CARE Team at any time. When appropriate, a member of the CARE Team or another member of the professional staff is assigned to monitor a student's progress.

### **Community Counselors**

In addition to the school counseling program, two community counselors are on staff to provide group and individual counseling support to identified at-risk students. Community counselors assist administrators and school counselors in individual and school-wide crisis intervention, develop and implement drug and alcohol prevention programs and function as liaisons to community agencies for the benefit of students.

### **Credit Recovery Program**

Designed for students who need to make up course credits, the PWHS Credit Recovery is web-based and offers students an option to complete coursework. Students are recommended for the program based on course credit needs, through communication with their counselor, and are responsible for the full cost of tuition.

Students failing a core content subject and/or Keystone related content area will be rescheduled to take a course in the traditional PWHS classroom setting, as this is not an option for online credit recovery.

#### Protocol for Credit Recovery (Online Classes)

Students in need of Credit Recovery will be recommended to make up the class online during Summer Credit Recovery as students do not have additional time during the PW day to take additional classes outside of the 5 blocks. In the event this timeline does not work with a student's schedule, a parent/guardian may request credit recovery be offered during the school year after school hours on the student's own time which must be approved by the Assistant Principal of Academic Affairs. This is not recommended.

- *FULL*: Students will register for FULL courses when making up missing credits. (Example - a student who failed Math, was rescheduled internally to attain the Math credit but is now missing an elective credit as a result must take the Full version of the elective offering online).
- *TRUNCATED*: Students will register for TRUNCATED courses when they are making up the exact course they have failed and are missing credit. Truncated courses do not replace a previous grade of "F" on a transcript.

#### **English Language Learners**

ELL instruction is provided to identified students whose dominant language is not English as part of the core curriculum. The purpose of the program is to increase students' English language proficiency and facilitate their achievement of the academic standards of the school curriculum.

## **Appendix A: Activities Code of Ethics**

### **PURPOSE**

Cognizant of the involvement of school age youth with controlled substances (see Appendix B), the Board recognizes its responsibility to adopt guidelines to deal with student eligibility to participate in Colonial School District extracurricular activities and athletic programs. If it is determined that such students used a controlled substance either on or off school premises, it is the intention of the Board to cooperate with students, parents/guardians, private, and governmental agencies to the full extent permitted by law in dealing with this problem. The Board feels strongly that controlled substances are so deleterious that involvement in any way by students warrants immediate response so that student participation in extracurricular activities or athletic programs may be curtailed or eliminated.

It is important to note that while education is a right, participation in athletics and extracurricular activities is a privilege, and along with the privilege are certain concomitant responsibilities. Participants in extracurricular activities or athletic programs are expected to safeguard the safety of themselves and others, as well as to represent themselves, their teams or organizations, and the school in a positive manner on and off school property. Because of the extremely harmful and possibly even fatal effects that these substances can have on the body and because of their illegal status, the use of controlled substances are strictly prohibited on and off school property.

When the parent/guardian and student sign the PWS Handbook Receipt form, they acknowledge that they have had the opportunity to review the Colonial School District Activities Code of Ethics contained in the handbook. It is understood that there is nothing in this Activities Code of Ethics that is designed to supersede the Colonial School District Student Code of Conduct. To the extent, however, that this Code of Ethics is stricter than the Code of Conduct, the Code of Ethics applies.

### **DEFINITIONS**

#### **Extracurricular Activities**

As used herein, the term "extracurricular activities" are those activities involving student groups, organizations, teams, and so on, not falling within the scope of the regular academic program or schedule. Such activities shall include, but not be limited to the following: athletic teams, class office positions, National Honor Society, and all voluntary student clubs, and organizations.

#### **Drug**

As used herein, the term "drug" shall include any mood-altering substance, mind altering substance, alcohol or malt beverage, any substance listed in the Controlled Substance (see Appendix B for the definition), Drug, Device, and Cosmetic Act, also known as Act 64, as a controlled substance, abused chemical or abused substance, and any medication for which a prescription is required under the law, as well as any paraphernalia associated therewith. Also, any substance intended to be mind or mood-altering is encompassed by the term "drug." Examples include but are not limited to: beer, wine, liquor, marijuana, hashish, cocaine, amphetamines, barbiturates, LSD, heroin, chemical solvents, glue, and "look-alike" drugs.

### **Anabolic Steroids**

As used herein, the term "anabolic steroids" shall include those drugs specifically defined in 35 PA. STAT. ANN. tit. 807.1 (Purdons, 1989). Anabolic steroids are used for invalid medical purposes when they are used for bodybuilding, muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability.

### **Controlled Substances:**

For purposes of this policy, controlled substances shall include all:

- Controlled substances prohibited by federal and state laws
- Look-alike drugs
- Alcoholic beverages
- Anabolic steroids
- Drug paraphernalia
- Any volatile solvents or inhalants, such as but not limited to glue / aerosol products
- Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by federal or state laws
- Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy

For purposes of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student. For purposes of this policy, look-alike drug shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

## GUIDELINES

The possession, use, or sale of a controlled substance, anabolic steroids, the use of a controlled substance for invalid medical purposes, the misuse of any controlled substance or anabolic steroids, including but not limited to the possession of drug paraphernalia, on or off school premises during the school year or at such other times as students are engaged in official school activities by Colonial School District students is prohibited. In the event a student violates these guidelines based upon any verifiable information received by the School Administration, there will be grounds for suspension from extracurricular activities or athletics as set forth in these guidelines.

## INVESTIGATION BY SCHOOL ADMINISTRATION

Upon receiving a credible report that a student violated these guidelines, the school administrator delegated with this responsibility by the Superintendent of Schools shall have the responsibility to investigate circumstances relating to on or off school premises controlled substance use by a student. The school administrator shall use his or her efforts to protect the identity of the informant, unless the school administrator is legally required to divulge such identity. The school administrator shall, if required, interview other student witnesses, parents, and local law enforcement officials in such an investigation.

If the school administrator determines a violation of these guidelines, the penalties in these guidelines shall be implemented in addition to any other Student Code of Conduct penalties that may be imposed.

## PENALTIES

### **First Offense - Controlled Substance Use**

For a first violation of the guidelines relating to controlled substances, suspension from extracurricular activities and athletics shall be for a ten (10) school day period. The ten (10) school day period shall begin as soon as the investigation is completed. Any student who commits a first offense shall be subject to random drug testing at the discretion of the School Administration, based upon procedures established by the School Administration and must follow all recommendations of the CARE team. Any instance of driving under the influence of a controlled substance or distribution of a controlled substance shall be treated as a second offense.

### **First Offense - Anabolic Steroids \***

For a first violation of the guidelines relating to anabolic steroids, suspension from extracurricular activities and athletics shall be for the remainder of the school year in the case of extracurricular activities and shall be for the remainder of the athletic season in the case of athletics.

### **Second Offense - Controlled Substance Use**

For a second violation of the guidelines relating to controlled substances, suspension shall be 45 days or the remainder of the athletic season during which the investigation concluded, whichever is longer. Any student found to have a "Second Offense -- Controlled Substance Use" shall lose any school parking permit privileges and any permit issued shall be deemed revoked, and shall be subject to all recommendations of CARE team.

### **Second Offense - Anabolic Steroids \***

For a second violation of the guidelines relating to anabolic steroids, suspension from extracurricular activities and athletics for the remainder of the school year and the following school year as it relates to extracurricular activities and for the remainder of the athletic season and the following season as it relates to athletics.

### **Third Offense -- Controlled Substance Use**

For a third violation of the guidelines, suspension from extracurricular activities for a minimum of one year, with the option to apply for reinstatement with stipulations after one year.

### **Third Offense - Anabolic Steroids\***

For a third violation of the guidelines related to anabolic steroids, permanent suspension from extracurricular activities will be imposed for participants in PLAA athletics. Participants in non-PIAA activities will be subject to the sanctions specified in "Third Offense -- Controlled Substance Use" above.

## CARRYOVER OF VIOLATIONS AND OFFENSES FROM YEAR TO YEAR

Students who violate the terms and provisions of these guidelines whether on or off school property in one school year, the violations and penalties will carry over from year to year.

### **Resumption of Eligibility**

No student who was found to have violated these guidelines by the School Administration shall be eligible to resume participation in extracurricular activities or school athletics unless there has been a medical determination that no residual evidence of either controlled substances or anabolic steroids exists. The School Administration reserves the right to require participation in any drug counseling, rehabilitation, testing, or other program as a condition of reinstatement to extracurricular activities and/or the athletic program.

### **Invoking Disciplinary Procedures**

All suspensions for misconduct pursuant to these guidelines should include a conference with the Activities Director and the parent(s) or guardian. The student, parent, or guardian who feels that the action taken is unwarranted has the right to appeal to the school principal. The next level of appeal is to the District Superintendent, whose decision shall be final.

\* Anabolic steroids penalties mandated by PA Interscholastic Athletic Association



## **Appendix B: Alcohol & Other Controlled Substances Policy**

### **PURPOSE**

The Board recognizes that the abuse of controlled substances is a critical problem with legal, physical, social and public health implications for the entire school community. As an educational institution, the District shall strive to prevent the abuse of controlled substances through preventative education; enforcement of applicable laws, regulations, policies and disciplinary procedures; and assistance with treatment and behavioral and mental health counseling.

In the event that a student voluntarily acknowledges his or her need for assistance to confront the use of, abuse of, or addiction to a controlled substance, it is the policy of the Colonial School District to provide the student with school resources, such as the CARE Team, and where necessary, referral to community agencies.

In those cases where there is cause to question whether a student is involved with a controlled substance, this concern will be communicated to the students and to his or her parents/guardians. It is important to understand that this communication is not intended to be accusatory but is intended to place the issue in the family format where it can be appropriately addressed.

### **DEFINITIONS**

For purposes of this policy, controlled substances shall include all:

- Controlled substances prohibited by federal and state laws
- Look-alike drugs
- Alcoholic beverages
- Anabolic steroids
- Drug paraphernalia
- Any volatile solvents or inhalants, such as but not limited to glue / aerosol products
- Substances that when ingested causes a physiological effect that is similar to the effect of a controlled substance as defined by federal or state laws
- Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy

For purposes of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student. For purposes of this policy, look-alike drug shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

### **POSSESSION OR USE**

For purposes of this policy, possessing means having on one's person, or keeping in one's locker, bag, automobile, desk, or any other location accessible to the individual. For purposes of this Policy, it is immaterial whether the individual possessing the controlled substances uses or is under the influence of the controlled substance himself or herself. For purposes of this Policy, possessing also includes receiving any controlled substances, whether purchased for value or not.

For purposes of this policy, distributing shall mean providing, furnishing or making available to anyone else any controlled substances, whether for remuneration or not. For purposes of this Policy, it is immaterial whether the individual providing, furnishing or making available the controlled substances uses or is under the influence of the controlled substance himself or herself.

## PENALTIES

Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.

### First Offense – Use or Possession

For a first violation of the prohibition against the use or possession of a controlled substance, the student will be (1) suspended from school and all school activities for a period of time ranging from ten school (10) days to expulsion; (2) required to cooperate in an alcohol/other drug assessment and comply with any recommendations that derive from that assessment; and (3) agree to participate in follow-up activities of the CARE Team.

### Repeated Offenses

For repeated violations of the prohibition against the use or possession of a controlled substance, the student will be (1) suspended from school and all school activities for a period of time ranging from 45 school days or expulsion as determined through a hearing by the Board of School Directors. If the student has not been permanently expelled, he or she will be required to meet specific stipulations before he or she is eligible to apply for readmission. The stipulations include but are not limited to the following:

1. Successful completion of the alternate educational program determined by the high school principal;
2. Cooperation in an alcohol/other drug assessment and compliance with any recommendations that derive from that assessment;
3. Attendance and written report on appropriate twelve step sessions;
4. Agreement to provide evidence of a clean drug screening prior to readmission; and
5. Agreement to participate in follow-up activities of the CARE Team.

## TRANSFER, DISTRIBUTION OR SALE

The Board prohibits students from using, possessing, distributing and/or being under the influence of any controlled substances during school hours, at any time while on school property, at any school sponsored activity and during the time spent traveling to and from school, and/or to and from school sponsored activities.

The Board recognizes that the abuse of controlled substances involves public and mental health issues. Accordingly, the Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy. In the case of a student with a disability, including a student for whom an evaluation is pending, the District shall take all steps required to comply with federal and state laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

## OFF-CAMPUS ACTIVITIES

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct and Board policies if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school and/or traveling to and from school-sponsored activities, whether or not via transportation furnished by the District.
2. The student is a member of an extracurricular activity and has been notified that particular off campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations and educational mission of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations and educational mission of the school.
4. The conduct has a direct connection to attendance at school or a school-sponsored activity. For example, this policy would apply to a transaction in controlled substances conducted outside of school pursuant to an agreement made in school, that violate the Code of Student Conduct and District policies if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a connection between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

## PENALTIES

For a violation of the prohibition against transfer, distribution or sale of a controlled substance, the student will be (1) excluded from school for a period of time ranging from one year or expulsion as determined through a hearing by the Board of School Directors. If the student has not been permanently expelled, he or she will be required to meet specific stipulations before he or she is eligible to apply for readmission. Stipulations include but are not limited to;

1. Successful completion of the alternate educational program as determined by the high school principal;
2. Cooperation in an alcohol/other drug assessment and compliance with any recommendations that derive from that assessment;
3. Attendance and written report on appropriate twelve step sessions;
4. Agreement to provide evidence of a clean drug screening prior to readmission; and
5. Agreement to participate in follow-up activities of the CARE Team.

School administrators will refer all credible reports of violations of these policies to the appropriate law enforcement agency. School discipline is enforced independent of any charges which may be filed with the police.

## REASONABLE SUSPICION/TESTING

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva or the administration of a Breathalyzer test.

## Appendix C: Summary of Code of Student Conduct & Discipline

The Board of School Directors maintains a Code of Student Conduct and Discipline which applies to conduct that occurs while students are in attendance at school, while students are going to school from home and from school to home, and to conduct at other times which impacts on the School District. The following is a summary of that Code.

<b>LEVEL 1 MISCONDUCT</b>
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**DEFINITION:** Misconduct which impedes orderly classroom procedures, infringes on the rights of others to learn or to teach, or interferes with the orderly operation of the classroom or school

101	Disruptive classroom behavior
102	Classroom tardiness
103	Failure to complete assignment
104	Unprepared for class
105	Failure to follow established procedures (cafeteria, halls, field trips, etc.)
106	Failure to follow established procedures curricular/extra-curricular activities
107	Horseplay
108	Cutting Bonus Block
109	Failure to follow reasonable directions
110	Inappropriate speech or behavior in hallways/cafeteria
111	Any form of distraction
112	Inappropriate use of a computer or computer network
113	Failure to serve teacher detention
114	Violation of dress guidelines
115	Other offenses not listed, but fitting the definition of Level 1 misconduct

### LEVEL 1 DISCIPLINARY OPTIONS

- Verbal reprimand
- Personal conference
- Restorative Practices
- Behavioral contract
- Involvement with grade counselor
- Withdrawal of privileges within the classroom
- Loss of BYOD/Mobile device privileges
- Detention
- Telephone call to parent or guardian
- Suspension or revocation of parking privileges
- Subject to disclosure on School Report Form as required by college admission guidelines

## LEVEL 2 MISCONDUCT

**DEFINITION:** Behavior, the frequency or seriousness of which, disrupts the learning climate of the classroom and/or school

201	Continuation of Level 1 misconduct
202	Profane and/or obscene language(written or spoken) *obscene is defined as offensive to feelings of modesty or sense of decency of the school community; lewd
203	Disrespectful speech or action
204	Obscene gestures or actions
205	School tardiness
206	Truancy
207	Classroom disturbance
208	Cutting class
209	Failure to cooperate with substitute teacher
210	Failure to identify oneself correctly
211	Leaving school or assigned area without permission
212	Violation of driving privileges
213	Misconduct going to and from school
214	Failure to serve level 1 school detention
215	Loitering
216	Lying
217	Abusive language
218	Unauthorized use or possession of a cell phone or electronic device
219	Disruptive hallway behavior of a physical nature
220	Throwing food and/or other items
221	Installation of games, programs or other files not owned or authorized by the district on computers or networks
222	Using data networks for lobbying and non-school related activities
223	Possession of pornographic material at school or during school related activities
224	Other offenses not listed but fitting the definition of Level 2 misconduct

## LEVEL 2 DISCIPLINARY OPTIONS

- Any appropriate disciplinary option or response from Level 1
- Withdrawal of privileges
- Loss of BYOD/Mobile device privileges
- Class schedule change
- School Detention
- Parental/Guardian conference
- Suspension from student activities
- Subject to disclosure on School Report Form as required by college admission guidelines

### LEVEL 3 MISCONDUCT

**DEFINITION:** Behavior directed against persons or property or the consequences of which may seriously endanger the health or safety of others. These acts are considered serious and may result in the intervention of the law enforcement authorities.

301	Continuation of Level 2 misconduct
302	Defiant or insubordinate behavior
303	Fighting
304	Stealing/Theft
305	Threat to others
306	Turning in false alarms
307	Using and/or supplying forged notes or illegal excuses
308	Using or supplying plagiarized materials
309	Cheating
310	Vandalism
311	Altering or use of school documents and/or providing false information with intent to defraud
312	Smoking/possession of tobacco, nicotine, tobacco product paraphernalia or electronic smoking device (vape pens, e-hookahs, e-cigar, etc.)
313	Trespassing
314	Possession/use of firecrackers, smoke/stink bombs, etc.
315	Disrespectful speech or action to a staff member
316	Transmitting, possessing or receiving offensive materials, messages, pictures, obscene or pornographic materials by computer, device, network or social media.
317	Modifying files or other data on a computer or on the data network
318	Changing passwords belonging to other users or misrepresenting other users on any computer or data network
319	Using the data network to disrupt the work of others
320	Modifying the computer hardware or software
321	Violence and/or force
322	Intimidation
323	Coercion
324	Other offenses violating PA crimes code
325	Bullying
326	Failure to serve level 2 school detention
327	Failure to serve Saturday School
328	Other offenses not listed but fitting the definition of Level 3 misconduct

### LEVEL 3 DISCIPLINARY OPTIONS

- Any appropriate disciplinary option or response from Level 2
- Temporary removal from class
- Suspension from school
- Homebound instruction, alternative programs, or work-study programs
- Subject to disclosure on School Report as required by college admission guidelines

<b>LEVEL 4 MISCONDUCT</b>
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**DEFINITION:** Behavior that results in violence to another person or property or which poses a direct threat to the safety of others

401	Continuation of Level 3 misconduct
402	Extortion
403	Bomb threat
404	Conspiracy involving dangerous weapons
405	Assault/battery
406	Sexual harassment
407	Institutional vandalism
408	Theft-possession/sale of stolen property or conspiracy to commit theft
409	Arson
410	Disruptions resulting in endangerment
411	Harassment/Hazing
412	Illegal distribution, reproduction and/or use of copyrighted software
413	Using data networks for illegal activity, commercial or profit making purposes
414	Theft of computer hardware or software
415	Abusing or destroying computer hardware or software
416	Using, furnishing, selling or possession of over-the-counter medications, including supplements. (All medication must be dispensed in the nurse's office, by the school/staff nurse)
417	Other offenses not listed violating PA Crimes code
418	Other offenses not listed but fitting the definition of Level 4 misconduct

**LEVEL 4 DISCIPLINARY OPTIONS**

- Any appropriate disciplinary option or response from Level 3
- Expulsion
- Alternative school
- Other Board action which results in appropriate placement
- Subject to disclosure on School Report Form as required by college admission guidelines

### LEVEL 5 MISCONDUCT

**DEFINITION:** Misconduct which involves the possession, sale, furnishings, use or involvement of any nature with an unauthorized substance. These acts may be criminal and always require administrative action, which may result in the immediate removal of the student from school, the intervention of law enforcement authorities, and action by the Board of School Directors.

501	Use of an unauthorized substance
502	Furnishing an unauthorized substance to others
503	Selling an unauthorized substance
504	Possession of an unauthorized substance
505	Involvement of any nature with an unauthorized substance

### LEVEL 5 DISCIPLINARY OPTIONS

- Follow Alcohol & Other Drugs Policy
- Expulsion
- Alternative school
- Other Board action which results in appropriate placement
- Subject to disclosure on School Report Form as required by college admission guidelines

### LEVEL 6 MISCONDUCT

**DEFINITION:** Misconduct that involves the act of bringing a weapon to school, on school property, to any school sponsored activity or upon any conveyance providing transportation to a school or to a school sponsored activity. Such an act is criminal and will always require administrative action, which may result in the immediate removal of the student from school, the intervention of the law enforcement authorities, and action by the Board of School Directors.

601	Possession of a weapon in school
602	Bringing a weapon to school or on school property
603	Bringing a weapon to any school sponsored activity or upon any conveyance providing transportation to school or a school sponsored activity

### LEVEL 6 DISCIPLINARY OPTIONS

One year or longer mandatory expulsion, unless the superintendent determines, on a case-by-case basis, that there are extenuating circumstances in a particular case, under which circumstances the superintendent has determined to recommend a lesser discipline. The student and his/her parents may also be expected to participate in a Restorative Conference.

The Code addresses certain steps that must be taken if a student eligible for special education is determined to be guilty of misconduct, including the involvement of the student's IEP team, the possibility of the involvement of the multidisciplinary team and additional rights to a hearing. Additionally, all level 6 consequences are subject to disclosure on School Report Form as required by college admission guidelines.



## **Appendix D: Bullying/CyberBullying and Discrimination/Discriminatory Harrassment Reporting Form**

Definition of Bullying/Cyber Bullying and Discriminatory Harrassment – Please indicate which is being alleged

Bullying/Cyber Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student’s education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Discriminatory Harrassment means unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person’s school or school-related performance and which relates to an individual’s or group’s race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability when such conduct is:

1. Sufficiently severe persistent or pervasive; and
2. A reasonable person in the complainant’s position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

Sexual Harrassment means unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic, or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student’s status in any educational or other programs offered by a school; or
2. Submission to or rejection of such conduct is used as the basis for educational or other program decisions affecting a student; or
3. Such conduct deprives a student or group of individuals of educational aid, benefits, services, or treatment; or
4. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant’s position would find that it unreasonably interferes with the complainant’s performance in school or school-related programs, or otherwise creates an intimidating, hostile, or offensive school or school-related environment such that it unreasonably interferes with the complainant’s access to or participation in school or school-related programs.

School Setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school

\*\*\*\*\*

**Bullying/CyberBullying and Discrimination/Discriminatory Harrassment Reporting Form (1 of 3)**

Today's Date: \_\_\_\_\_ School: \_\_\_\_\_

Name of Person Reporting Incident (Please Print): \_\_\_\_\_

Place an  in the appropriate box:

- Alleged Student Victim     Student (witness/bystander)  
 School Staff Member     Parent/Guardian     Other \_\_\_\_\_

Name of Alleged Student Victim: (Please Print) \_\_\_\_\_

Grade \_\_\_\_\_ ID# \_\_\_\_\_

Student Name and ID of Alleged Offender(s)	Is s/he a student?	School	Grade

DATE OF INCIDENT: \_\_\_\_\_

TIME OF INCIDENT: \_\_\_\_\_

Was this the first time this happened?  Yes     No

Where did the incident take place?

- In school     On school grounds     In a school vehicle  
 At a school sponsored activity     On the way to/from school     Outside school setting

**Bullying/CyberBullying and Discrimination/Discriminatory Harrassment Reporting Form (2 of 3)**

Name of Witness(es) to Incident	Witness Report Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Student <input type="checkbox"/> Teacher <input type="checkbox"/> Other:	
<input type="checkbox"/> Student <input type="checkbox"/> Teacher <input type="checkbox"/> Other:	
<input type="checkbox"/> Student <input type="checkbox"/> Teacher <input type="checkbox"/> Other:	

Alleged bullying/discriminatory harassment was based on:

- Race/Color/National Origin  
  Sex  
  Disability  
  Sexual Orientation  
 Religion  
  Other \_\_\_\_\_

Bullying or Discriminatory Harassing conduct includes verbal acts and name calling, as well as non-verbal behavior, such as graphic and written statements or conduct that is physically threatening, harmful or humiliating. On the basis of sex it includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. It also includes gender-based, nonsexual conduct, such as harassment or gender stereotyping.

Which statement best describes the alleged bullying/harassment: (Choose all that apply)

- Bullying, harassment, or intimidation that involved physical aggression  
 Getting another person to hit or harm student  
 Teasing, name-calling, making critical remarks, or threatening, in person or by other means  
 Demeaning and making the victim of jokes  
 Excluding or rejecting the student                       Making rude and/or threatening gestures  
 Spreading harmful rumors or gossip                       Intimidating (bullying), extorting, or exploiting  
 Verbal, nonverbal or physical conduct of a sexual nature  
 Electronic communications (specify): \_\_\_\_\_  
 Other: \_\_\_\_\_

**Brief Incident Report:** Describe the incident as clearly as possible, including what force, if any, was used; verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved. Attach additional pages, if necessary.

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**Bullying/CyberBullying and Discrimination/Discriminatory Harrassment Reporting Form (3 of 3)**

This complaint is based on my honest belief that \_\_\_\_\_  
has bullied/harassed me or another person. I certify that the information I have provided in  
this complaint is true, correct, and complete to the best of my knowledge

Complainant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Person Reporting Incident: \_\_\_\_\_ Date: \_\_\_\_\_

**Return Form to a Principal or Teacher; Copy to Principal, Assistant Principal, Director of Pupil Services**

\*\*\*\*\*

**To be completed by building personnel:**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Were parents/guardians of alleged student victim notified?  Yes  No

Date: \_\_\_\_\_ Date Meeting Held: \_\_\_\_\_

Were parents/guardians of alleged student offender notified?  Yes  No

Date: \_\_\_\_\_  
Date Meeting Held: \_\_\_\_\_

Was Principal notified?  Yes  No Date: \_\_\_\_\_

Was Director of Pupil Services notified?  Yes  No Date: \_\_\_\_\_

Were Police involved?  Yes  No Date: \_\_\_\_\_

Appropriate disciplinary action taken?  Yes  No  N/A Date: \_\_\_\_\_

\*All investigators must submit written findings to the Compliance Officer within twenty (20) days of the initial report of alleged harassment/bullying. If additional time is required, a different due date must be established by the Investigator and Compliance Officer. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

Outcome:

Matter is resolved  Matter is unfounded  Matter must be reviewed by District Office

Signature of Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix E: Grading System & Calculation of GPA

A report card is issued at the end of each semester and mailed home to parents. Progress reporting terms with grade-to-date and explanatory comments are made available online and communicated to parents/guardians once each semester. The end-of-year report card includes the students' unweighted GPAs. Final grades and GPA are recorded permanently on the student transcript.

The PWHS grading system is designed to communicate earned academic achievement to the student, the student's family, post-secondary schools and employers. Students' course grades are derived according to schedules and assessments appropriate to the course curriculum. When a course includes a final exam/assessment, the weight of the final exam/assessment score toward the final course grade is 15 – 20%.

Teachers use the scale in Column 1 of the Chart for Grades and GPA (see below) to assign letter grades that represent each student's assessed performance. **Note that, there are two different grading scales, one for English/Language Arts and Math courses (no D grade) and one for all other courses.**

### Grade Scale and GPA for English/Language Arts & Math

LETTER GRADE and PERCENTAGE		WEIGHTED/UNWEIGHTED ACADEMIC GRADE POINTS	WEIGHTED HONORS GRADE POINTS	WEIGHTED AP GRADE POINTS
90-100%	A	4.0	5.0	5.5
87-89%	B +	3.33	4.33	4.83
83-86%	B	3.0	4.0	4.5
80-82%	B-	2.67	3.67	4.17
77-79%	C +	2.33	3.33	3.83
73-76%	C	2.0	3.0	3.5
70-72%	C-	1.67	2.67	3.17
0-69%	F	0	0	0

**Grade Scale and GPA for Courses**  
**World Language, Social Studies, Science, Music, HPE and EDI**

LETTER GRADE and PERCENTAGE		WEIGHTED/UNWEIGHTED ACADEMIC GRADE POINTS	WEIGHTED HONORS GRADE POINTS	WEIGHTED AP GRADE POINTS
90-100%	A	4.0	5.0	5.5
87-89%	B+	3.33	4.33	4.83
83-86%	B	3.0	4.0	4.5
80-82%	B-	2.67	3.67	4.17
77-79%	C+	2.33	3.33	3.83
73-76%	C	2.0	3.0	3.5
70-72%	C-	1.67	2.67	3.17
67-69%	D +	1.33	1.33	1.33
63-66%	D	1.0	1.0	1.0
60-62%	D-	.67	.67	.67
0-69%	F	0	0	0

**Rounding Policy**

In the event that a student's final grade calculation is .5 or greater of the next percent, the grade is raised to that percent. If the grade is less than .5 percent of the next percent, the percent remains unchanged.

**Computing the Final Grade for One (1) Credit Courses**

Students who pass courses that meet daily for one semester or every other day for one year earn one credit. Students' course grades are derived according to schedules and assessments appropriate to the course curriculum throughout the semester or year. In courses that include a final exam/assessment, the weight of the final exam score toward the final grade is 15 - 20%.

Example: Accumulated course grade of 84 (B) and a final exam score of 79 (C+)

$$\frac{8(\text{course grade } 84)}{10} + \frac{2(\text{exam grade } 79)}{10} = \frac{672 + 158}{10} = \frac{830}{10} = 83\% = \text{B final grade}$$

**Computing the Final Grade for Two (2) Credit Courses**

Students who pass courses that meet daily for the entire year earn two credits. For grading purposes only, year-long courses operate as two one-semester courses and students earn a final grade each semester of the course. Refer to the entry above. If there is a midterm final

assessment in the first semester, its weight toward the final first- semester grade is 10 - 20%.

### **Computing the Unweighted Grade Point Average (UGPA)**

The unweighted GPA does not reflect differences in course levels. It is calculated for each semester and cumulatively (all courses completed up to a given date), is reported on the end of year report card and transcript, and is used to determine eligibility for National Honor Society, honor roll and graduation honors. Using column 2 of the Chart for Grades and GPA (see above), the unweighted GPA is calculated by dividing the sum of the grade points for all course grades by the total number of credits earned.

#### **2016-2017 and BEYOND (10 CREDITS PER YEAR)**

**Example:** A student at the end of 9<sup>th</sup> grade with eight 1.0 credit course grades of A (4.0), B+ (3.33), B- (2.67), C+ (2.33), A (4.0), B+ (3.33), B+ (3.33), C+ (2.33), A (4.0), B (3.0)

$$\frac{4.0 + 3.33 + 2.67 + 2.33 + 4.0 + 3.33 + 3.33 + 2.33 + 4.0 + 3.0}{10} = \frac{32.32}{10} = 3.232 \text{ UN-GPA}$$

### **Computing the Weighted Grade Point Average (WGPA)**

The weighted GPA is calculated cumulatively (all courses completed up to a given date). It is reported on the transcript and is used for decile placement (beginning with the class of 2009) and class rank when a student's rank is requested from the college counselor. In computing the weighted GPA, grade points are from column 2 (academic level), column 3 (honors level) and column 4 (Advanced Placement level) of the Chart for Grades and GPA (see above).

#### **2016-2017 and BEYOND (10 CREDITS PER YEAR)**

**Example:** A student at the end of 10<sup>th</sup> grade has earned 20 total credits. He/she earned six A's in academic level, one-credit courses (4.0), six A's in honors level, one-credit courses (5.0), four B+'s in honors level, one-credit courses (4.33) and four B's in AP, one-credit courses (4.5)

$$\frac{6(4.0) + 6(5.0) + 4(4.33) + 4(4.5)}{20} = \frac{24 + 30 + 17.32 + 18}{20} = \frac{89.32}{20} = 4.466 \text{ WGPA}$$

## **Appendix F: Weapons Policy**

Students are strictly prohibited from possessing a weapon or replica of a weapon on any school property, any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity, and/or within a school zone. The term “weapons” shall include, but not be limited to firearms; shotguns; rifles; knives; metal knuckles; razors of any type; razor blades; cutting instruments or tools of any nature including those individually fabricated; explosives; mace; noxious irritating or poisonous gasses; poisons; destructive devices; controlled substances; any other tools or instruments, fashioned with the intent to use or sell which could be used to harm, threaten or harass students, staff members, parents, guardians, or others legally upon School District premises. The possession of cutting instruments, drugs, tools or instruments shall be considered possession of weapons only in cases where harm, threats, harassment or intent to harm are demonstrated or may be reasonably inferred.

The term “firearm” means any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such instrument, any firearm muffler or firearm silencer, or any destructive device.

The term “destructive” device means any explosive, incendiary, or poisonous gas, including but not limited to, any bomb, grenade, rocket, missile, mine, or device similar to any of the aforesaid instruments.

Violations of this policy will be immediately reported to the appropriate law enforcement agencies for investigation of violations of and possible prosecution under the Federal and/or the PA Crimes Codes. Notwithstanding referrals of violations to law enforcement agencies, the school officials are authorized to conduct investigations relating to disciplinary action for violations of this policy and further authorized to make any immediate actions required to protect the health, safety, and welfare of the school community

Further, in accord with Act 26 of 1995, in the event that any student is determined to have possessed a weapon as defined above, the student shall be expelled from school for not less than one year provided that the superintendent may recommend discipline short of such expulsion on a case-by-case basis. In the case involving an exceptional student, the superintendent shall take all steps necessary to comply with the Individuals with Disabilities Education Act.



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**2019-2020 DIRECTORY FOR PWHS OFFICES and SERVICES**

Office/Position	Name	610.825.1500 Phone/VM Ext.	Email Address @colonialsd.org
Main Office - Receptionist	Malinda Procaccino	1200	mprocaccino
Attendance Office	Arlene Gallagher	1961	agallagher
Health Office Nurse	Jennifer Sexton	1930	jsexton
Staff Nurse	Karen Krenicky	1931	kkrenicky
Secretary	Debbie Tornetta	1932	dtornetta
Principal	Dr. Jason Bacani	1901	jbacani
Principal Secretary	Maria Hahn	1902	mhahn
Assistant Principal Academic Affairs / Scheduling	Stephen Price	1915	sprice
Secretary	Mary Thiess	1916	mthiess
Assistant Principal, Student Affairs A-K	Maico Azcona	1905	mazcona
Secretary	Tara Mohfanz	1908	tmohfanz
Assistant Principal, Students Affairs L-Z	Heather King	1909	hking
Secretary	Jessica Mancuso	1906	jmancuso
Activities and Athletics Director	Ralph Bretz	1903	rbretz
Secretary	Jen Frangiosa	1904	jfrangiosa
Dean of Students	Dan Balek	1917	dbalek
College Counselor	Beth Lynch	1920	blynch
Secretary	Vicki Marino	1921	vmarino
School Counselor A-E	Jeff Blizzard	1922	jblizzard
School Counselor F-K	Lisa Genovese	1923	lgenovese
School Counselor L-Q (9 <sup>th</sup> -12 <sup>th</sup> Grade) R (Class of 2020, 2023)	Peggy Benn	1924	pbenn
School Counselor R (Class of 2021, 2022) S-Z (9 <sup>th</sup> -12 <sup>th</sup> Grade)	M.J. Grouke	1925	mgrouke
Counseling Office Secretary	Bridget Budwell	1926	bbudwell
School Psychologist	Kelly Larson	1929	klarson
Community Counselor A-K	Yakeita Sawyer	1928	ysawyer
Community Counselor L-Z	Maddie Wendler	1927	mwendler
Library Media Center	Brian Adams	1940	badams
PW Academy Coordinator	Barb Duda	1981	bduda
Custodial Office	Rich Walton	1117	rwalton
Security Office	Dave Santoro	1082	dsantoro
Food Services/Cafeteria Office	Diane Crocco	1972	dcrocco